

STUDENT HANDBOOK 2020-2021



TOURO COLLEGE
JACOB D. FUCHSBERG LAW CENTER



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Where Knowledge and Values Meet

STUDENT HANDBOOK 2020 – 2021

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Accreditation

Touro College was chartered by the Board of Regents of the State of New York in June 1970. Touro College is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation. This accreditation status covers Touro College and its branch campuses, locations and instructional sites in the New York Area, as well as branch campuses and programs in Illinois, Berlin, Jerusalem, and Moscow.

Touro University California (TUC) and its branch campus Touro University Nevada (TUN), as well as Touro University Worldwide (TUW) and its division Touro College Los Angeles (TCLA), are part of the Touro College and University System, and separately accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Alameda CA 94501 (Tel: 510-748-9001).

New York Medical College (NYMC) is a separately accredited institution within the Touro College and University System, also accredited by the Middle States Commission on Higher Education (MSCHE).

The Hebrew Theological College (HTC) in Skokie, IL is also a part of the Touro College and University System. HTC is accredited by the Higher Learning Commission (HLC).

Touro Law Center is accredited by the American Bar Association (ABA) Council of the Section of Legal Education and Admission to the Bar, 321 North Clark Street, Chicago, IL 60654, (800) 285-2221. The ABA Council of the Section of Legal Education and Admission to the Bar is approved by the U.S. Department of Education as the national agency for the accreditation of law schools. Touro Law Center is also a member of the Association of American Law School (AALS), 1614 20th Street, NW, Washington, D.C. 20009-1001, (202) 296-8851.

Policy of Non-Discrimination

Touro College is an equal opportunity employer. Touro College treats all employees, job applicants, and students without unlawful consideration of race, religious creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical condition), age, disability, medical condition, marital status, genetic information, sexual orientation, gender identity, military service or veteran status, citizenship status, or any other classification protected by applicable federal, state or local laws. We are committed to ensuring the fulfillment of this policy in all decisions, including but not limited to, recruitment, the administration of educational programs and activities, hiring, compensation, training and apprenticeship, placement, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

For the full policy statement see <https://www.touro.edu/non-discrimination/>.

IMPORTANT NOTICE

This Handbook contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures of Touro. Some of the subjects described in this Handbook are covered in detail in official policy and procedure documents found online and elsewhere. You should refer to these documents for specific information, since this Handbook only briefly summarizes those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the Office of Institutional Compliance. Please note that the terms of the full official policies are controlling in the case of any inconsistency.

This Handbook is neither written nor meant to confer any rights or privileges on students or impose any obligations on Touro. No individual or representative of Touro (except the President) has the authority to enter into any agreement or understanding contrary to the above.

This Handbook is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro email address assigned to you upon activating your TouroOne portal account, it is nevertheless your responsibility to keep current on all College policies, procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal, educational and career needs. Different jurisdictions have different licensing requirements and standards. While students may expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition permits a student to register and take the courses and programs available and offered by the Touro school or program in which the student is enrolled. Acceptance in a school or program does not form the basis of a contract. Indeed, a student's acceptance may be revoked if it is later learned, among other things, that his or her qualifications have been misstated or overstated, or there is some other omission or misrepresentation. Except as noted in the paragraph below, no contract rights exist or are established in the student- educational institution setting by and between Touro and the student. To this end, you waive and Touro disclaims any contract or liability for promises, assurances, representations, warranties, or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, guarantees, warranties or other statements concerning our courses and programs and a student's academic success in them. Thus, you waive and Touro further disclaims any liability in tort in connection with any of the foregoing. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled. These disclaimers are, in effect, covenants not to sue binding on students, and are tacitly agreed to by a student's matriculation or continued matriculation in our programs.

Registration and matriculation at Touro after the issuance of this Handbook is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Handbook, which is not resolved through Touro's internal mechanism shall be submitted to non-binding mediation with a neutral mediator affiliated with an established and reputable organization engaged in alternative dispute resolution ("ADR Organization"). In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the mediation shall be exclusively conducted and heard by an ADR Organization, designated by Touro in its sole and absolute discretion, before a single arbitrator who shall be an attorney. The location of the arbitration shall be at a convenient office on a Touro campus where the student is (or was last) affiliated. See "Alternative Dispute Resolution" provision for a more elaborate treatment.

General Disclaimer

The Touro College and University System endeavors to provide ongoing and uninterrupted educational experiences in a safe and effective environment for our students, staff and faculty. Given the dynamic circumstances surrounding COVID-19 and any other future unknown or unforeseen events and the uncertainties that may be attendant thereto, Touro may be obligated or otherwise compelled to change the method of course delivery and other relevant policies at any time. Any changes will be communicated in a timely manner and can be found on Touro's website.

COVID-19

The COVID-19 global pandemic, which has caused a disruption to all higher education institutions and has forced Touro to move temporarily to an online modality, has affected some of our policies and procedures. While we will continue to operate with the same policies that we had prior to the pandemic, slight procedural modifications may be needed. We ask that you please stay in contact with your Program administration, faculty and student services staff and remain current with any guidance issued in response to the COVID-19 pandemic.

COVID-19 Related Experiential Learning Procedures

The Law Center's experiential learning program has course requirements in the form of clinics and externships. Clinics and externships are offered every semester and will continue to be available to students using the same procedures used pre-COVID, by application. Apart from their method of delivery, no special rules will apply regarding the availability of clinics or externships to Law Center students. Given the current COVID-related uncertainties, some clinics and externships may be offered only virtually while others may be in person. If a student is accepted into a virtual clinic but prefers an in-person clinic, that student may decide to wait until the in-person course is offered; conversely, if a student is accepted into an in-person clinic but decides that they want only a virtual clinic, they may either opt out of the clinic/externship placement or elect to enroll in an available virtual clinic. Students should understand that their progression in the program, towards satisfying graduation requirements, may be negatively impacted by their decision to delay fulfilling the experiential requirement. Students who decline to participate in a clinical or externship course, should contact the Registrar to ensure that graduation requirements may be met in a timely manner and that financial aid and other rules and regulations are satisfied.

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SECTION 1 – INTRODUCTION; TOURO COLLEGE AND UNIVERSITY SYSTEM

1.1 Introduction

The Handbook is intended to be a guide for students, informing them of their rights and responsibilities as well as institutional policies and procedures. It does not constitute a contract and therefore the College reserves the right to make changes at any time without prior notice. This edition replaces and supersedes all prior editions.

Students are responsible for knowing and observing all regulations which may affect their status at the College. For this reason, they are expected to acquaint themselves with the contents of this Handbook and to read regularly the notices posted on the Touro website.

In addition, individual programs within the Touro College Jacob D. Fuchsberg Law Center may have their own handbooks outlining the policies and procedures that apply specifically to students in those programs. In such cases, the student is responsible for knowing both the school-wide and program policies.

1.2 The Touro College and University System

The Touro College and University System (“Touro” or “the College”) is a Jewish-sponsored independent institution of higher learning and professional education. The College was established to further the Jewish heritage and to serve the larger American community. Approximately 19,000 students are currently enrolled in Touro’s various schools and divisions.

Touro College was chartered by the Board of Regents of the state of New York in June 1970 and opened a year later. The College grew from an initial class of 35 students to an international university system of approximately 19,000 students worldwide today. The mission of perpetuating and strengthening Jewish heritage, while at the same time providing the highest quality educational opportunities to society as a whole, continues to inform all of Touro’s endeavors. Today, Touro enjoys the strong leadership of Chancellor Rabbi Doniel Lander and President Alan Kadish in furthering Touro’s historic mission.

Touro’s schools serve a variety of communities, providing diverse, innovative and engaging courses in a range of fields—from medicine and pharmacy to law; business to education; and speech pathology to Jewish studies. The distinctive educational experience offered through Touro’s diverse programs are in keeping with the Jewish intellectual tradition of commitment to the transmission of knowledge, social justice, compassionate concern for society and respect for applied knowledge and discovery.

It is this commitment to a Jewish intellectual tradition that is at the foundation of Touro’s many outstanding achievements by faculty and students throughout our system. At the same time, the Touro College experience consists of more than classroom instruction—Touro fosters an atmosphere of warmth, which close faculty-student relationships, student camaraderie and individual attention are nurtured in many ways.

Touro has 30 campuses and locations in New York, California, Nevada, Berlin, Jerusalem and Moscow. New York Medical College; Touro University California and its Nevada branch campus; Touro University Worldwide and its Touro College Los Angeles division; as well as Hebrew Theological College in Skokie, IL, are separately accredited institutions within the Touro College and University System. For further information on Touro College, please go to: <http://www.touro.edu/news/>.

SECTION 2 – LAW CENTER ACADEMIC DEGREES AND GRADUATION REQUIREMENTS

Touro Law Center offers the following divisions:

1. Full-time Day JD (3 Year Program)
 - Fall start
 - January start
2. Part-time Day JD (4 Year Program)
 - Fall start
3. Part-time Evening JD (4 Year Program)
 - Fall start
4. FlexJD (4 Year Program)
 - Fall start
5. Two-Year Accelerated JD (2 Year Program)
 - May start
6. LL.M. Program for U.S. Law Graduates in General Studies
7. LL.M. Program for Foreign Lawyers

2.1 General Requirements – All Admitted Students

The regulations contained in this Student Handbook are for all students attending Touro College, Jacob D. Fuchsberg Law Center. Every student is responsible for becoming familiar with the rules, policies and procedures contained in this Handbook. Any failure to comply may result in the student being administratively sanctioned.

Touro Law Center's academic calendar and course of study are designed to ensure that all students remain in compliance with the rules of the American Bar Association and the New York State Court of Appeals (22 NYCRR 520.3) <https://www.nycourts.gov/ctapps/520rules10.htm#3> for study in a law school.

2.1a New York State Proof of Immunization Requirement

Prior to registration for classes:

In accordance with New York State law, students born on or after January 1, 1957 must demonstrate proof of immunization to measles, mumps, and rubella. New York State law also requires colleges and universities to provide information about student meningococcal meningitis vaccinations. Students must submit acceptable proof of immunization no later than the first day of classes. No student who is required to provide

proof of immunization will be permitted to register or attend classes unless a properly completed [Student Immunization Record Form](#) has been submitted.

2.1b Degree Certification for Admission

By the first day of classes:

- ▶ JD students: Official transcript certifying the conferral of a Bachelor's degree.
- ▶ LL.M. in U.S. Legal Studies students: Official transcript certifying the conferral of a foreign law degree.
- ▶ LL.M. General Studies: Official transcript certifying the conferral of a Juris Doctor degree from an ABA-accredited institution.

2.2 Requirements for Graduation

2.2a Juris Doctor Degree Candidates

To be eligible for graduation, a student must meet each of the following graduation requirements no sooner than two (2) years or 24 months or later than five (5) years or 60 months from the first semester of enrollment or readmission: (Please see ABA Standard 311(b) and NYS Court of Appeals rule 520.3(d)(2).)

- ▶ Satisfactory completion of the following:
 - Required Courses
 - Experiential Requirement
 - Pathway: Skills Competency and Professional Values (NYS Court of Appeals Pathway Rule (520.18)
 - Pro Bono Requirement
 - Advanced Writing Requirement (AWR)
 - Writing Diagnostic Test (beginning in the Fall 2019 semester, all students must pass Core Grammar for Lawyers)
- ▶ Successful completion of a minimum of eighty-eight (88) credits.
- ▶ Students must complete at least 64 credits of the 88 credits required for graduation in courses that require attendance in regularly scheduled classroom sessions or with direct faculty instruction. (Please see ABA Standard 311(a) and NYS Court of Appeals Rule 520.(3)(1)(ii).)
- ▶ Pursuant to the [NYS Court of Appeals Rule 520.3](#), only 15 of the 88 credits are permitted to have been earned from online distance learning courses. Students cannot receive academic credit for online distance learning courses until 28 credits toward the first degree in law have been completed. Effective with the Spring 2021 semester, the distance course cap of 15 credits is increased to 20 credits. All students enrolled in the J.D. program that require 88 credits for the J.D. degree conferral are now eligible to enroll in a maximum of 20 credits of distance education courses. (This limit does not apply to courses that are currently being offered as a result of the pandemic but DOES apply to those courses that were to be offered as a distance education course, including iLaw courses, regardless of the pandemic.)

- ▶ A minimum cumulative grade point average of 2.333.
- ▶ Graduation Audit (completed no later than the semester prior to the student's final semester).
- ▶ Approbation by the faculty.
- ▶ Clearance by the Bursar's Office and all other Administrative Offices.

Additional requirements may be imposed by the Academic Policy Committee as a condition of retention.

See Section 2.4 on J.D. Program Required Curriculum for details regarding graduation requirements for the Juris Doctor Degree program.

2.2b LL.M. General Studies

- ▶ Satisfactory completion of required courses
- ▶ Successful completion of a minimum of twenty-four (24) credits
- ▶ Successful completion of a comprehensive research paper.
- ▶ A minimum cumulative grade point average of 2.333
- ▶ Graduation Audit (completed no later than the semester prior to your final semester)
- ▶ Approbation by the faculty
- ▶ Clearance by the Bursar's Office and all other Administrative Offices.

Additional requirements may be imposed by the Academic Policy Committee as a condition of retention. Refer to Section 3.3 on Academic Standards for more information.

2.2c LL.M. in U.S. Studies Degree Candidates

- ▶ Satisfactory completion of required courses
- ▶ Successful completion of a minimum of twenty-seven (27) credits
- ▶ A minimum cumulative grade point average of 2.333
- ▶ LL.M. students are not eligible to register for any distance education courses (this includes iLaw courses or any other course offered as a distance learning (online) course). During the present pandemic regular courses taught remotely are permitted as the distance learning restriction has been temporarily waived for these courses only.
- ▶ Graduation Audit (completed no later than the semester prior to your final semester)
- ▶ Approbation by the faculty
- ▶ Clearance by the Bursar's Office and all other Administrative Offices.

Additional requirements may be imposed by the Academic Policy Committee as a condition of retention. Refer to the Section 3.3 on Academic Standards for more information.

2.3 Attendance

2.3a Requirements for Attendance

The faculty requires that each student attend classes regularly. Regular attendance is defined as attending at least 85% of scheduled class hours. Allowable absences are calculated at 15% of the number of class hours per course per semester. During the first week of classes, instructors will inform students of this policy.

2.3b Examinations and Attendance

A student may, on the recommendation of the instructor, be precluded by the Dean from taking an examination (or, in a paper course, from submitting the paper) because of excessive absences in a course. Before the last two weeks of class, a student may withdraw from an *elective* course if he/she is not allowed to sit for an examination by the instructor. Any student taking a *required* course who does not meet the attendance requirement and is not allowed to sit for the examination will receive a failing grade of "WF" for the course, which signifies both failure and non-completion. This may affect one's financial aid status. The grade of "WF" is a failing grade and is calculated into a student's GPA.

Instructors may raise or lower a student's final grade by 1/3 of a grade based on classroom attendance and/or participation.

2.4 J.D. Program Required Curriculum

For students who began their studies in or after the Fall 2019 semester

Legal Process I & II (Legal Process III for part-time evening students)

Civil Dispute Resolution & Procedure I & II

Contracts I & II

Torts I & II

Constitutional Law I & II

Property I & II

Criminal Law I

Business Organizations I

Evidence

Trusts & Estates

Professional Responsibility

Experiential Requirement

Pro Bono Requirement

Advanced Writing Requirement

American Legal Studies (top 25% of class may opt out of class)

American Legal Studies Practicum (top 25% of class may opt out of class)

Advanced Legal Analysis I & II (top 25% of class may opt out of class)

For students who began their studies prior to Fall 2019¹

Legal Process I & II
Civil Dispute Resolution & Procedure
Contracts I & II
Torts
Constitutional Law I and II
Property
Criminal Law I
Business Organizations I
Evidence
Trusts & Estates
Professional Responsibility or Professional Responsibility – Ethical Criminal Practice
Intermediate Skills Requirement
Pro Bono Requirement
Clinic
Advanced Writing Requirement
American Legal Studies (permission required to opt out)
American Legal Studies Practicum (permission required to opt out)
Advanced Legal Analysis I & II (permission required to opt out)

Students must take assigned required courses in the prescribed sequence. Students are assigned to all required courses by the Registrar's Office (except as noted in the registration materials). Students may not change their registration in administratively-assigned required courses. Students may not withdraw from administratively-assigned required courses.

For more information about course sequencing in the JD program, please see the [Touro Law Center Course Planning Guide](#).

Experiential Requirement

In accordance with ABA Standard 303(a)(3), the Law Center's curriculum includes an experiential requirement: Students must complete a minimum of six (6) credits consisting of a combination of a simulation course, field placement or clinic. Students may satisfy the requirements with **one of the following combinations**:

- 1 simulation course + 1 clinic
- 1 simulation course + 1 field placement
- 1 field placement + 1 clinic
- field placements, or 2 clinics

¹ Students who matriculated prior to Fall 2019 should consult the Registrar or Dean of Student Services about the particular program requirements they need to meet for graduation.

Clinics

Students may not take a clinic until they have completed the first year of law school.

Touro's clinics are either five (5) or three (3) credits. Either of these options will count towards the 6-credit requirement. The clinics are:

Advanced Bankruptcy Clinic (5 credits)
Bankruptcy/Mortgage Foreclosure Clinic (5 credits – day course; 3 credits – evening course)
Child Advocacy Clinic (5 credits)
Community Law Services Clinic (5 credits)
Criminal Defense Clinic (5 credits)
Criminal Prosecution Clinic (5 credits)
Education and Youth Clinic (5 credits)
Immigration Clinic (5 credits)
Senior Citizens Project (5 credits)
Small Business & Not-for-Profit Clinic (3 credits)
Veterans and Service Members Rights Clinic (5 credits)

Externships

The Law Center offers externship opportunities every semester. Generally, there are judicial externships in both state and federal court, criminal law externships for prosecutors and defense attorneys, and civil externships at private firms of all sizes, engaged in corporate or public interest work, or government offices. Externships carry 4 credits (2 credits placement and 2 credits seminar class). Advanced externships carry 2 credits (2 credits placement).

Simulations

The Law Center offers numerous simulation courses each semester. The simulation courses that will satisfy one (1), two (2) or three (3) credits towards your six (6) credit requirement are:

ADR, Moot Court, and TAPS Competition Tutorials (1)
ATC: Introduction to Federal Court Practice (3)
ATC: Introduction to NYS Court Practice (3)
ATC: The Justice Courts (3)
Business Organizations Practice Module (2)
Drafting Commercial Documents (2, 3)
Family Law Practice Module (2)
Honors Trusts & Estates Practice Module (1)
Interviewing, Negotiating and Counseling (3)
Law & Entrepreneurship (3)
Law Practice Management (2)
Legal Ethics in Medical Malpractice (1)
Licensing of Intellectual Property (2)
Mediation (3)

Negotiation (3)
Patent Practice Seminar (2)
Pre-Trial Litigation (3)
Selected Topics in Trial Advocacy/Practice (1, 2)
Trial Practice (3)
Trusts & Estates Practice Module (2)

Pro Bono Requirement

All students must complete fifty (50) hours of pro bono legal work to be admitted to the bar in New York State. This public interest legal work must be uncompensated and designed so as to address, either directly or indirectly, the legal needs of financially-eligible persons, or of traditionally underrepresented groups. The work must be non-clerical, law-related, and performed under the supervision of an attorney.

The following clinics will satisfy both the Touro graduation requirement and the New York State pro bono requirement:

- ▶ Advanced Bankruptcy
- ▶ Bankruptcy Clinic
- ▶ Child Advocacy Clinic
- ▶ Community Law Services Clinic
- ▶ Criminal Defense Clinic
- ▶ Education and Youth Clinic
- ▶ Immigration Law Clinic
- ▶ Senior Citizens Project
- ▶ Small Business and Not-for-Profit Law Clinic
- ▶ Veterans' and Servicemembers' Rights Clinic

Students who take the Clinical Prosecution Clinic must separately satisfy the Touro Law Center requirement by participating in pro bono projects offered through the Public Advocacy Center (PAC). Students electing this option must obtain advance written approval of their proposed placement from the Executive Director of the Public Advocacy Center and comply with certain administrative requirements. Students who successfully complete the Pro Bono Scholars Program will satisfy Touro Law Center and New York State pro bono requirements.

Advanced Writing Requirement

The American Bar Association requires that every student produce legal writing that displays substance, originality, analysis, and rigor. Students must satisfy the Advanced Writing Requirement (AWR) as part of their graduation requirements for the J.D. degree. In order to satisfy the Advanced Writing Requirement, the student must engage in supervised legal research that culminates in a significant writing or body of writings as specified below, of at least 20 pages (inclusive of footnotes) earning a grade of "B" or higher. The paper must be double-spaced, with one-inch margins, on 8 ½ x 11-inch paper, in 12-point Times New Roman font, with footnotes in 10-point font. The goals of the AWR are to provide students with an opportunity to:

- (1) engage in independent legal research;
- (2) analyze and make a sustained reflection on a particular area of law; and
- (3) experience an intense, faculty-supervised writing exercise.

An AWR may be supervised by any full-time faculty member. An adjunct or visiting faculty member, teaching a course or seminar, may also supervise an AWR in collaboration with a full-time faculty member, with the approval of the Associate Dean for Academic Affairs.

The Advanced Writing Requirement may be satisfied in one of the following ways:

- (1) A writing or body of writings produced in one upper-level course or seminar, to be supervised by the full-time faculty member teaching the course; or
- (2) A writing produced for an Independent Research Project of at least 1 credit, to be supervised by the full-time faculty member; or
- (3) A writing produced for Law Review or the Moot Court Board, to be supervised by the full-time faculty member; or
- (4) A writing produced in connection with a Clinic, to be supervised by the full-time faculty member teaching the Clinic.

To begin the Advanced Writing Requirement process, the student must follow these steps:

- (1) Register for a course designated as satisfying the AWR or register for Independent Research.
- (2) Prior to the end of the add/drop period, obtain the professor's agreement to supervise the AWR and have the professor sign the [AWR Intent to Satisfy Form](#).
- (3) Submit the [AWR Intent to Satisfy Form](#) to the Registrar's Office, identifying the faculty supervisor, by the deadline published in the academic calendar.

Registration for an upper-level course, Independent Research, or a Clinic does not automatically satisfy the AWR. Sponsorship of the AWR is at the discretion of the faculty member, and obtaining the faculty member's consent and signature on the [AWR Intent to Satisfy Form](#) is the sole responsibility of the student. A student satisfying the AWR with an Independent Research paper must also complete the [Independent Research Proposal Form](#).

Courses through which a student may satisfy the AWR will be listed in the registration materials.

- (1) The student and the supervising faculty member should meet regularly to review the progress of the work. It is suggested that the student and supervisor create a timeline with deadlines for the submission of drafts and the final paper to ensure timely completion of the Advanced Writing Requirement.

- (2) Students must submit their completed Advanced Writing Requirement to the supervising professor no later than the first day of their final semester, absent good cause or extraordinary circumstances, as determined by the Assistant Dean for Student Services.

Students who do not complete the Advanced Writing Requirement by the applicable deadline, or by an extension of time authorized by the administration, **WILL NOT** be certified for eligibility for the bar examination immediately following graduation.

Exceptions

A writing used in competition for membership on Law Review or Moot Court may not be used to satisfy the AWR. However, any prior research work done for such a competition for membership may be used in connection with a subsequent writing produced for an Independent Research Project, Law Review, or the Moot Court Board that would otherwise satisfy the AWR, as long as full disclosure is made in advance to the faculty member supervising the AWR. Writings completed in a course satisfying the Intermediate Skills Requirement (ISR) **may not** be used to satisfy the AWR.

2.5 Structured Curriculum (SC) Program

The requirements of the Structured Curriculum Program are as follows:

► Students Required to Participate

All students with grade point averages of 2.83 or lower must follow the Structured Curriculum.² Because the Law Center already has a robust bar prep program for students in their final year, the program focuses on the addition of doctrinal courses to help students learn the law that is tested on the bar exam and are required for the effective practice of law.

► Course Requirements

In addition to all currently required courses, the following courses (totaling 12 additional credits) are added to the list of required courses for SC students:³

Criminal Procedure (3), Family Law (3), Sales (3), and Secured Transactions (3)

► Additional Recommended Courses

Administrative Law (3), Conflicts of Law (3); Criminal Law II (2), NY Practice (3); Real Estate Transactions (2); Remedies (3)

² Full-time students with GPAs of 2.83 or lower at the end of their 2nd semester will be placed into the SC; part-time students with GPAs of 2.83 or lower at the end of their 3rd semester will be placed into the SC. Students with a GPA of 2.83 or lower constitute the bottom one-third of the class.

³ It will be within the discretion of the Associate Dean for Academic Affairs to substitute an equally rigorous and equally valuable bar-related course for one or more of the four courses required by the SC. This decision will be based upon, among other things, ongoing data collection and analysis of UBE topics.

► Advisement – Academic Plan

SC students must meet with their advisors (1) at the beginning of the semester, (2) mid-semester, (3) before registration for the upcoming semester, and (4) at the end of the semester. Students in the SC program are required to participate in the advisement program through graduation. Advisors will assist students in the SC program in scheduling the required courses in sequences that will best serve their advisees. (A schedule of Fall/Spring offerings for all of the additional required courses will be provided to advisors.) SC students will be advised to register for Advanced Legal Research (2 credits) or Advanced Civil Procedure: AWR course (1 credit) in order to satisfy their AWR requirement.

Advisors will discuss with SC students all outside commitments – extracurricular activities, employment outside the law school, and other personal or professional obligations – that may affect the student's academic performance.

► Grades

All courses in the Structured Curriculum must be taken on a graded basis. The Pass/No Credit option is not available to students in this curriculum.

2.6 Accelerating Graduation

Students are required to have a minimum GPA of 3.200 to be considered for accelerated graduation, and must apply for and obtain the permission of the Associate Dean for Academic Affairs by completing the [Petition to Assistant Dean Form](#). (**N.B.:** Accelerating graduation may pose academic risks, jeopardize chances to pass the bar, and reduce course selection. For these reasons, accelerating graduation is *not* an entitlement.)

- Full-time students should apply for permission to accelerate graduation before the start of the summer semester which follows completion of their first two semesters of study.
- Part-time students wishing to accelerate graduation should apply after the completion of their second semester but before the start of their fifth semester.

Students who accelerate graduation may attend the first commencement exercises following satisfactory completion of all degree requirements. Normally, students who accelerate graduation complete their degree requirements in December, at the end of a fall semester, and attend commencement exercises the following May.

SECTION 3 – LAW CENTER ACADEMIC REGULATIONS

3.1 Academic Standards for JD Students

All students must maintain satisfactory academic progress (SAP) to remain in good standing at the Law Center and to remain eligible for Federal financial assistance. (See Section 7.3 on Financial Aid.) Except as otherwise specifically provided in this section, students are required to maintain a cumulative grade point average of at least 2.333, or to be making satisfactory academic progress. Students who fall below a 2.333 will be placed on academic probation or dismissed for academic deficiency in accordance with the provisions of this section. Students should refer to the [Touro College Satisfactory Academic Progress policy](#).

Notwithstanding any other provision of these rules, a full-time student who has completed four or more semesters, a part-time (4 Year, including FlexJD) student who has completed five or more semesters, and a part-time (5 Year) student who has completed six or more semesters, whose GPA is 2.283 or above, but below 2.333, and who has never previously been on academic probation, may petition the Academic Policy Committee for academic probationary status.

Such a petition shall be granted by the Committee if it deems that the student shows a strong probability of meeting, on an ongoing basis in the future, the Law Center's requirement of a 2.333 cumulative GPA. The Committee may impose such conditions of academic probation as it finds appropriate under the circumstances.

However, no academic probation approved under the provisions of this paragraph shall exceed one semester. A student placed on academic probation under the provisions of this paragraph whose grade point average is below 2.333 at the conclusion of the following semester shall be dismissed administratively.

A student who exercises his/her right to petition the Committee pursuant to the abovementioned provisions shall be afforded an opportunity to be heard by the faculty members of the Committee.

3.1a Academic Standing, Probation, and Dismissal

Full-time Students (including 2YR and January Start Programs)

Review Period	Good Standing	Academic Policy Committee Hearing	Academic Probation	Academic Dismissal
After one (1) semester	2.333 and above	1.952-2.332		Below 1.952
After two (2) semesters	2.333 and above	2.183-2.332		Below 2.183
After three (3) semesters	2.333 and above	2.233-2.282	2.283-2.332	Below 2.233
After four (4) or more semesters	2.333 and above			Below 2.333

Part-time Students (four-year program and FlexJD Program)

Review Period	Good Standing	Academic Policy Committee Hearing	Academic Probation	Academic Dismissal
After one (1) semester	2.333 and above	1.878-2.332		Below 1.878
After two (2) semesters	2.333 and above	2.133-2.332		Below 2.133
After three (3) semesters	2.333 and above	2.183-2.282	2.283-2.332	Below 2.183
After four (4) semesters	2.333 and above	2.233-2.282	2.283-2.332	Below 2.233
After five (5) or more semesters	2.333 and above			Below 2.333

Part-time Students (five-year program)

Review Period	Good Standing	Academic Policy Committee Hearing	Academic Probation	Academic Dismissal
After two (2) semesters	2.333 and above	1.583-2.332		Below 1.583
After three (3) semesters	2.333 and above	2.133-2.232	2.233-2.332	Below 2.133
After four (4) semesters	2.333 and above	2.183-2.282	2.283-2.332	Below 2.183
After five (5) semesters	2.333 and above	2.233-2.282	2.283-2.332	Below 2.233
After six (6) or more semester	2.333 and above			Below 2.333

Students who began their studies prior to January 2016 should consult the Registrar's Office for the Academic Standards that will be applied.

3.1b Academic Standards for Readmitted Students

There are separate academic standards for students who previously were academically dismissed from Touro Law Center or any other law school:

Full-time or part-time after one semester:

2.633 – 2.732: Academic Policy Committee (retention or dismissal)

Below 2.633: Dismissal (administratively)

Full-time or part-time after two semesters:

2.533 – 2.632: Academic Policy Committee (retention or dismissal)

Below 2.533: Dismissal (administratively)

After three semesters, full-time and part-time readmitted students revert to regular standards.

3.1c Academic Policy Committee Hearings

In any case in which the Academic Policy Committee has discretion to place or retain a student on academic probation or dismiss a student for academic deficiency, the student is required to appear before the Academic Policy Committee in support of their petition

for retention on academic probation. Every student who appears before the Academic Policy Committee shall have the right to one peremptory challenge to exclude a member of the Committee from participation in their hearing.

The Registrar's Office will contact the student to provide information regarding the procedure to be followed. The student is required to contact the Assistant Dean for Student Services for counseling regarding the impending hearing.

During the hearing, the student must address the deficiencies in academic performance and demonstrate that retention on academic probation would be appropriate. To place or retain the student on academic probation, the Academic Policy Committee must conclude that the reasons for the student's academic deficiencies are not likely to recur. The academic standards for the division in which a student was last enrolled are the controlling factors.

Students who are within the discretionary range of GPA to have a hearing before the Academic Policy Committee and who fail to appear for their hearing will be summarily dismissed.

The propriety or accuracy of grades received by the student will not be reviewed or considered by the Academic Policy Committee. As noted elsewhere in this Handbook, grades are final when submitted except for computational or recording errors.

For purposes of this Academic Standards section, the Academic Policy Committee will not consider grades received, or to be received, for summer school study until the end of the following fall semester.

In the event of dismissal for academic deficiency, dismissal will be effective upon notification to the student by the Academic Policy Committee, the Dean, the Dean's designee, or the Registrar's Office. **Students enrolled in summer classes will have their course registration cancelled with no tuition refund (See Section 3.8).**

The administrative application of the Academic Standards and/or the decisions of the Academic Policy Committee are final concerning dismissals for academic deficiency, retention on academic probation, and conditions and requirements for retention on academic probation.

A request for a withdrawal or a leave of absence (see Sections 4.2 and 4.3) does not delay or defer the consideration of a student's academic eligibility, whether administratively or by the Academic Policy Committee.

3.1d Restrictions on Students Placed on Academic Probation

The placement or retention of a student on academic probation is subject to conditions and requirements set by the Academic Policy Committee. These conditions and requirements may include, for example, a requirement that a student retake a course or courses previously passed.

Additionally, students placed on academic probation, whether administratively or by the Academic Policy Committee, may not:

- ▶ Run for or serve as an officer of the SBA or any student organization or as a member of any law school committee, or compete for or serve as a member of Law Review, Moot Court, the Trial Team or any other school-sponsored journal or publication. Students on academic probation may continue to be members of the Student Bar Association and non-academic student organizations,
- ▶ Serve as a Teaching Assistant or Research Assistant,
- ▶ Register for summer classes, whether at the Law Center or another institution, without permission of the Assistant Dean for Student Services,
- ▶ Take courses at another institution as part of a dual degree program,
- ▶ Participate in a Summer Public Interest Fellowship, or
- ▶ Receive Federal Work Study grant funding.

Students are required, as a condition of Academic Probation and Retention, to develop an Academic Plan for Success and submit the plan to the Academic Policy Committee. In addition, students placed on Academic Probation, whether mandated by the standards or determined by the Academic Policy Committee, may be required to participate in an academic support program. In individual cases within its jurisdiction, the Academic Policy Committee may also impose additional conditions or limitations as part of the probation.

3.1e Repeating Courses as a Requirement of Probation

If the Academic Policy Committee mandates that a student retake a course, both courses (credits and grades) remain on the record, and will be calculated in the student's GPA.

The Academic Policy Committee requires that a grade of "C+" be earned in all courses the student is required to retake by the Committee.

If the Academic Policy Committee should require a student to retake courses, the student's minimum number of credits required for graduation will be increased accordingly (i.e., the credit value of the required retakes will be added to the total number of credits required for graduation).

Students who retake courses at the direction of the Academic Policy Committee may not be eligible for financial aid for those courses. Students who are required by the Academic Policy Committee to repeat courses must confer with the Financial Aid Office regarding the effect of such action on their financial aid eligibility. See Section 7.3 on Financial Aid.

3.1f Readmission

Procedure for Readmission

Students who have been academically dismissed or who withdrew from the Law Center in less than good academic standing, and wish to re-enter law school, must contact the Office of Admissions. Students who have been academically dismissed from another accredited Law School and wish to re-enter law school at Touro must contact the Office of Admissions and complete the necessary application and provide all required documentation.

All students who are readmitted via the Readmission Committee are treated as new, first-semester students and receive no credit toward graduation for any course work previously completed. Readmitted students will have their prior grades earned reflected on their transcripts and this information will be utilized for Federal financial aid eligibility purposes, as the Department of Education does not recognize academic amnesty for courses taken in the same academic program. **Readmitted students are also subject to separate academic standards; see Section 3.1b on Academic Standards for Readmitted Students.**

3.2 Academic Requirements for Transfer Students

A student accepted as a transfer student from an American Bar Association accredited law school generally may receive up to forty-three (43) transfer credits. Only courses in which the student received a grade of “C+” or higher (or the prior school’s equivalent) can be considered for transfer credit. A current catalog and an official transcript from the prior school must be provided to the Registrar so that transfer credits can be evaluated for acceptance toward Touro Law Center degree requirements. Students may also be required to provide course descriptions and syllabi for evaluation of courses taken at their prior school.

Students who are accepted at the Touro Law Center as transfer students must meet all academic standards of the Law Center, beginning with the completion of the first full (i.e., fall or spring) semester of study at the Law Center. For example, a transfer student who has completed one year of full-time study prior to enrolling at the Touro Law Center, and who enrolls at the Law Center as a full-time student, will be held to the academic standards applicable to second-year full-time students, based upon the grades received in their third semester of study. See Section 3.1 on Academic Standards for JD Students.

However, notwithstanding any other provision of these rules, a student who has transferred into the Touro Law Center and who, at the end of their first semester shall have failed to attain the necessary GPA to remain eligible to continue, but who has achieved a GPA of at least 2.068, is entitled to a hearing before the Academic Policy Committee, which shall have discretion to dismiss the student or to allow the student to continue on academic probation subject to such conditions as the Committee shall find appropriate.

3.3 Academic Standards for the LL.M. Programs

The following Academic Standards apply to LL.M. students:

After completion of 9 credits:

- (a) an LL.M. student whose cumulative GPA is 2.283 to 2.332 shall be placed on academic probation, administratively.
- (b) an LL.M. student whose cumulative GPA is 2.183 to 2.282 shall be subject to a hearing before the LL.M. Academic Policy Committee.
- (c) an LL.M. student whose cumulative GPA is below 2.183 shall be dismissed for academic deficiency, such dismissal to be carried out administratively.

After completion of 18 credits:

- (a) an LL.M. student whose cumulative grade point average is below 2.333 and has previously been on academic probation shall be dismissed for academic deficiency, such dismissal to be carried out administratively.
- (b) an LL.M. student whose cumulative grade point average is below 2.333 but above 2.283 who has not previously been on academic probation may petition the LL.M. Academic Policy Committee for a hearing.

The LL.M. Academic Policy Committee will be a subcommittee of the Academic Policy Committee. The Director of the Program, or their designee, will be invited to participate in the APC hearing.

3.4 Academic Support

The Law Center offers a wide range of outside-the-classroom programs and services designed to help beginning students adjust to the demands of legal education, and continuing students improve their academic performance. These include an Academic Development Program, staffed by a Director and Assistant Directors, experienced professionals who present workshops and work with students one-on-one on study skills, briefing, note taking, outlining and exam writing.

All first-year students are required to take the Introduction to Legal Analysis I course, which introduces students to law school and the tools necessary to become active learners and successful law students. Introduction to Legal Analysis II continues in the second semester of students' first year on a voluntary basis.

The Academic Development Office also provides extensive bar preparation as well as a series of workshops on pathways to licensure.

3.5 Final Examinations

Students must follow all instructions given to them before, during, and after examinations, including those about anonymity and examination procedures.

3.5a Examination Deferrals

Students who fail to take a final examination when scheduled may receive a failing grade for the course, unless a deferral has been authorized by the Assistant Dean for Student Services. In general, deferrals must be obtained in advance of the scheduled time of the examination. Deadlines by which students must request deferrals are published each semester.

The [Exam Deferral/Accommodation Request Form](#) must be completed online via the Touro Law Center portal (TLC WEB) and submitted online for approval to the Office of Student Services. All requests for deferrals must be thoroughly documented. Requests will not be approved without documentation.

A deferred examination will generally be authorized only because of a scheduling conflict, serious illness, emergencies, or other compassionate reasons, such as the death of a close family member.

► Deferral for Scheduling Conflicts

- Two Examinations in One Day. Students with two examinations scheduled on one day (whether or not those examinations are consecutive) may request that one of the examinations be deferred. This rule does not apply to FlexJD students.
- Evening Examination Followed by a Morning Examination. Students scheduled to take an evening examination at 6:30 p.m. followed by a morning examination the next day at 10:00 a.m. may request that one be deferred.
- Three exams on three consecutive days. Students scheduled to take exams on three consecutive calendar days may request that one be deferred.

► Deferral for Medical Reasons or Emergencies

A student who is ill before an exam must contact the Office of Student Services immediately and will be required to submit appropriate documentation. If a student experiences an emergency before the exam, they must immediately contact and discuss the situation with the Assistant Dean for Student Services. The student should not contact their professor. Doing so breaches anonymity and professors have no authority to defer or otherwise alter a scheduled exam.

Stress or stress-related problems are not valid reasons to miss an examination. A student will not be excused from an examination if they are not under the care of a physician and do not provide a note from the

physician indicating the nature of the serious illness and confirming that it is impossible for the student to take their exam as scheduled. The Law Center reserves the right to accept or deny a student's petition to defer a scheduled exam.

In the rare instance when a student is unable to take an examination for medical reasons or emergency, it is their responsibility to:

- Notify the Office of Student Services at least one-half hour prior to the start of the exam, and
- Be examined by a physician prior to or within twenty-four (24) hours of the scheduled exam, if applicable; and
- Provide the necessary medical or other documentation to support a rescheduling of the exam. This documentation must be presented to the Office of Student Services no later than 48 hours after the request for deferral has been made.

► **Deferral for Compassionate Reasons**

An examination may be deferred due to the death or serious illness of a spouse, significant other, parent, child, grandparent, or other close family member. Students seeking to defer an exam for compassionate reasons must:

- Notify the Office of Student Services at least one-half hour prior to the start of the exam, and
- Provide documentation to support the reason for the requested deferral.
- Documentation must be provided within 48 hours after the date the examination was originally scheduled.

► **Deferral for Extraordinary Circumstances**

- Subpoena requiring court appearance at the time of the exam period or immediately preceding the exam period.
- Automobile accident, mugging, robbery, or similar traumatic experience at the time of the exam or period immediately preceding the exam period.
- Childbirth during the exam period or immediately preceding the exam (applies to either parent).
- Religious observances supported by a letter from a minister, priest or rabbi (written on appropriate letterhead).
- Military commitment (written military orders are required).

► When Deferrals Will Not Be Granted

The following are examples of situations for which exams will not be rescheduled:

- A student may not request a deferral from an examination once the student has received the examination.
- A student who arrives late for an examination generally is not entitled to an extension of time in which to complete the examination.
- A student will not be granted a deferral from an examination for travel, vacation/airline flight schedules.
- A student will not be granted a deferral from an examination for social or other personal plans.
- A full-time JD student will not be granted a deferral from an examination for employment reasons.
- A student will not be granted a deferral if a student's medical problems do not seriously interfere with immediate pre-exam preparation of the student's ability to take the exam on the scheduled date of the exam.
- A student will not be granted a deferral from an exam because of bar review courses.
- A student will not be granted for an earlier sitting of an exam before the scheduled date.

3.5b Rescheduling of Deferred Examinations

Generally, all deferred examinations must be scheduled as soon as possible after the medical condition or personal hardship situation that led to the deferral has been resolved. Deferred examinations should be completed prior to the end of the examination period. Unless there are extraordinary circumstances, no deferred examination will be deferred more than three weeks after the end of the examination period of the semester in which the exam was originally scheduled. If a student cannot retake the examination within that time, the student will receive an "incomplete" in the course.

3.5c Examinations on Computer

When permitted by the professor, a student may take assessments, mid-terms and final examinations (collectively "exams") on computer. If a student does not want to use a computer on an exam, the student may handwrite instead. Students may take exams with PC laptops, Mac laptops and Apple iPads. The Law Center's IT Department and the exam software that is used does not support Chrome Books.

To ensure examination security, the Law Center uses exam software that prevents access to other files and programs on students' laptops during exams. All students taking examinations on computer must download and use this software. Students taking open-book or restricted exams who have notes stored on their computers must print out their

notes in advance of the exam. Students taking an exam on computer must be in the exam room, with the laptop or iPad on, booted up, and ready to start 20 minutes before the exam is scheduled to start. There will be no exceptions to this requirement. Students arriving after this time (for any reason) may be required to write the exam by hand.

Student using computers will be directed to take the exam in a designated section of the exam room.

3.5d Disability Accommodations for Exams

Please contact the [Touro Law Center Office of Student Services](#) to request examination accommodations.

3.6 Personal and Professional Responsibility

All students must conduct themselves, personally and professionally, according to the [Touro College Code of Conduct](#) and the [Touro College and University System Academic Integrity Policy](#). Students must also comply with all requirements imposed by the administration, any member of the full-time or part-time faculty and their designees, provided that such requirements reasonably relate to the educational process or the administration of the Law Center.

3.7 Outside Employment/Activities

Outside employment should be kept to a minimum. Touro Law Center rules require that a full-time student work no more than 20 hours per week while classes are in session. Students who violate this regulation are subject to disciplinary action.

First year full-time students are discouraged from engaging in any employment. A student may not rely on outside employment as an excuse for poor academic performance.

Except for students participating in the Law Center's approved Dual Degree Programs, students (part-time and full-time) may not be matriculated students at another institution of higher learning without the advance written permission of the Assistant Dean for Student Services.

3.8 Summer Session

Summer Session Eligibility

Students whose cumulative GPAs are at least 2.333 may register for summer classes. Students with GPAs under 2.333, or who are on Academic Probation, may not register for summer classes. **Because grades from the spring semester cannot be processed before the beginning of the summer session, a student who enrolls in summer courses assumes the risk of academic dismissal and forfeiture of tuition funds.**

A student may take up to eight (8) credits in any one summer session through courses on the law school's campus. (This does not apply to the 2-year JD Program.)

In addition, with the permission of the Associate Dean for Academic Affairs, a student may take up to six (6) credits in any one summer session at another ABA-accredited law school, or up to eight (8) credits in any combination of consecutive summer sessions or summer abroad programs offered by another law school. Under no circumstances may a student earn more than eight (8) credits in total over the course of one summer. In order to receive financial aid for the summer, all J.D. students must take six (6) credits, equal to half time, in any summer session. See the Section 7.3 on Financial Aid for more information.

3.9 Study Abroad Programs with Another ABA Approved Law School

If you elect to study through another school's program, and are otherwise eligible to enroll in a summer program (see Section 3.8), the program must be ABA-approved, and you must obtain approval from the Touro Law Center Associate Dean for Academic Affairs. You must complete the [Request to Attend Another Institution](#) form. To receive credit for another school's courses abroad, you must earn a C+ or above (or that school's equivalent) in the course(s).

Upon completion of another school's summer abroad program you must arrange for an official transcript of grades earned to be sent to the Registrar's Office. The credits will transfer to Touro Law, but the grade(s) will be recorded only as TR (Transfer).

3.10 LL.M Program Rules and Procedures for the Master of Laws in U.S. Studies

1. In order to earn the LL.M. degree, the LL.M. student must complete twenty-seven (27) credits, unless academic difficulties dictate additional coursework, and must attain a minimum cumulative grade-point average (GPA) of 2.333.
2. LL.M. students are required to complete degree requirements within 24 months, as mandated by the New York State Court of Appeals.
3. Each LL.M. student is required to register for and complete the following:
 - Introduction to the U.S. Legal Systems* (3 credits)
 - LL.M. Legal Process for Foreign Attorneys (3 credits)
 - Professional Responsibility (2 credits)
 - 50 pro bono hours

**This requirement may be waived if the Director of the Program certifies that the student has completed prior equivalent coursework.*

The following is a list of LL.M. specific courses available for LL.M. students only:

- Civil Procedure Survey (2 credits)
- Constitutional Law Survey (2 credits)
- Contracts Survey (3 credits)
- Property Survey (2 credits)
- Torts Survey (2 credits)

The following is a list of recommended courses for LL.M. students:

- Business Organizations I (3 credits)
- Criminal Procedure (3 credits)
- Family Law (3 credits)
- New York Practice (3 credits)
- Trusts and Estates (3 credits)

1. LL.M. students are required to take two (2) courses in basic American law, such as Evidence, Criminal Law, or Sales. In addition, the *Introduction to the United States Legal System* will qualify as a course in basic American law. This requirement is designed to satisfy the New York Court of Appeals Rules for the Admission of Attorneys and Counselors at Law.

SECTION 4 – LAW SCHOOL POLICIES AND PROCEDURES

4.1 Grades

4.1a Withholding Grades

The Law Center reserves the right to withhold grades, degree conferral, diplomas, transcripts or other services until the student has complied with all administrative requirements. This includes, but is not limited to, a student's failure to complete any mandatory workshop, required diagnostic, online evaluation, satisfaction of a bursar balance, or any other requirements in this handbook or requirements mandated by the administration. Notice of any changes, updates, or new requirements will be communicated via email or other official publication such as the Touro Times or the registration materials.

4.1b Current Grading System

Grade	Description	Grade Value
A+	Exceptional	4.333
A	Excellent	4.000
A-		3.667
B+	Good	3.333
B		3.000
B-		2.667
C+		2.333
C	Fair	2.000
C-		1.667
F	Poor	1.000
F	Failed	1.000
WF	Withdrew Failing	1.000

Grade	Description	Grade Value
INC	Incomplete	Not calculated in GPA
P	Pass	Not calculated in GPA
P*	Pass with Honors	Not calculated in GPA
CR	Credit	Not calculated in GPA
NC	No Credit	Not calculated in GPA
TR	Transfer	Not calculated in GPA
W	Authorized Withdrawal	Not calculated in GPA
WNA	Withdrew Never Attended	Not calculated in GPA

The Law Center does not assign grades of A++, D or D-.

An instructor may raise or lower a student's grade by 1/3 based on classroom attendance and/or participation. An instructor may not make this adjustment retroactively after final grades have been submitted.

4.1c Calculating your GPA

The GPA is calculated by multiplying the numerical value for each grade (e.g., A+ = 4.333) by the number of credits, yielding the “quality points” for each course, then dividing the total quality points by the total number of credits. Example:

COURSE	GRADE	GRADE VALUE	x CREDITS	= QUALITY POINTS
Torts I	A-	3.667	3 credits	11.001
Contracts I	B	3.000	3 credits	9.000
Civil Dispute Resolution & Procedures I	C	2.000	3 credits	6.000
Legal Process I	B-	2.667	3 credits	8.001
Totals			12 credits	34.002

Total Quality Points ÷ Total Credits = GPA
34.002 ÷ 12 = 2.834 GPA

4.1d Current Grade Curves

There is a mandatory grade curve for all required courses (except Legal Process I and II and ALA I and II). There is a mandatory grade curve for all elective courses with 30 or more students. The grade curves are administered by the Registrar and are intended to promote fairness and normalize grading among different sections.

In all required courses, except Legal Process I and II and ALA I and II, which are not subject to any mandatory curve, and required upper division courses with 30 or more Touro JD students, the mean of all final grades submitted – regardless of a professor's adjustments based on participation or attendance – shall be greater than or equal to 2.91 and less than or equal to 3.08. In addition, 8% to 15% of all grades for required first year courses in the three-year program initially submitted to the registrar shall consist of grades of C- (C-minus = 1.667) or lower.

For elective courses with 30 or more Touro students, the mean of all final grades submitted – regardless of a professor's adjustments based on participation or attendance – shall be greater than or equal to 2.90 and less than or equal to 3.35.

The required range with respect to the mean shall not be subject to any exceptions.

Students in the 2-year JD program and FlexJD Program, generally, are not subject to the grade curve requirements in standalone courses offered as part of that program.

Students not required to take ALA I and II may opt for the Pass/No Credit option.

4.1e Anonymous Grading Practices

A faculty member is not required to use anonymous grading on any in-semester formative assessment, including a mid-term examination, so long as the assignment is not worth more than 25 percent of the student's grade in the class. Anonymous grading will continue to be required on final examinations. On anonymous examinations, students must identify themselves with the exam identification number provided each semester by the registrar's office.

4.1f Pass/No Credit Grading Option

Pass/No Credit grading is available to students in good academic standing. Pass/No Credit grading is applicable only for elective courses. (Students who are not required to take ALA I and ALA II may opt for Pass/No Credit as this is an elective course for them.) Students must complete the [Pass/No Credit Form](#) and submit a request to the Registrar to take a course on a Pass/No Credit basis by the deadline published in the academic calendar. An individual faculty member may, at their discretion, exclude any or all of their courses from this option. Students will only be notified if a faculty member denies the request and will then be counseled by the Registrar's Office.

A student exercising this option who earns a C+ or higher will receive a grade of "P" and will receive full credit for the course. This "P" grade is not counted in calculating the student's Grade Point Average. A grade of "NC" is posted for a grade of C or lower, indicating no credit earned. The instructor will report grades in the usual manner, and the Registrar's Office will convert the grade to Pass/No Credit.

A student may take no more than two (2) courses, for no more than eight (8) credits, on a Pass/No Credit basis during their academic career. No more than one (1) course may be taken on a Pass/No Credit basis during any academic year, consisting of fall, winter, spring and summer semesters.

Once the Pass/No Credit option is elected by the student and it is approved by the faculty member, it cannot be revoked. Students who elect the Pass/No Credit option, must comply with the 85% attendance requirement and satisfy all other course requirements. The [Pass/No Credit Form](#) must be completed and submitted to the Registrar's Office.

4.1g Course Failure and Retake

Any student who fails a required course must retake the course. When the course is retaken, both grades will be of record and will be calculated in the student's GPA.

A student who fails an elective course may elect to retake the course. Both grades will be of record and will be calculated in the student's GPA.

Students who fail the first part of a required two-part sequential course may continue with the second part of that course, but only after meeting with the Associate Dean for Academic Affairs.

A student may not repeat a course in which they have earned a passing grade unless the student is required to do so by the Academic Policy Committee.

4.1h All Grades Final

Grades are not subject to appeal. Grades are final as submitted except for computational and recording errors. Any change of grade submitted by a faculty member due to a computational or recording error must be approved by the Dean.

When a grade is to be changed because of a computational or recording error, the grade change request must be submitted by the faculty member by the last day of class of the full semester (i.e., fall or spring) following the semester in which the grade was earned. No grades will be changed, even for computational or recording errors, after that time.

Each student will be provided with a reasonable opportunity to review with the instructor the student's examination or written assignments.

Grades are available on the TouroOne Portal (touroone.touro.edu). A student must contact the Registrar's office if the student believes there is an error in the official academic record.

4.1i Grade of "Incomplete" (INC)

A grade of "Incomplete" (INC) may be given to students who have acceptable levels of performance for a given course, but have not completed all course requirements – such as an examination, a paper, a field work project, or time on a clinical rotation. "Incomplete" grades are routinely allowed only for the completion of a relatively small percentage of work in a course (e.g., 25%). Grades of "Incomplete" are not issued to students who are doing substandard work in order to give them the opportunity to redo their projects/exams so that they can achieve an acceptable grade.

The procedure for granting an "Incomplete" begins with the student requesting a meeting with the faculty member in which the faculty member will review the student's progress and decide whether it is appropriate for the student to receive the grade of "Incomplete." If the faculty member decides that the student does not meet the requirements for the grade of Incomplete, she or he may deny the student's request. The student may contest the faculty member's decision by appealing in writing to the department/program chair.

Policies regarding the consequences of missing a final exam may differ in individual schools or programs, and will govern the student's right to request a grade of "Incomplete."

If the student is permitted to apply for an Incomplete, he or she will fill out a Contract for Grade of Incomplete. The Contract is considered a request until it is approved and signed by the student, faculty member, and department/program chair. Signed copies of the Contract are given to the student, the faculty member, the departmental/program chair, and a copy is forwarded to the Registrar's Office. The faculty member is asked to record the grade of "Incomplete."

Although the time allowed for the completion of any single project may vary depending on the magnitude of the project, with a typical timeframe being 6 weeks, grade of Incomplete should not be allowed to stand longer than one semester from the end of the semester in which the course was given. (Incomplete grade in the Fall must be changed by end of the next Spring; Incomplete grade in the Spring must be changed by the end of next Fall). The faculty member will specify the amount of time allowed to finish an incomplete project in the contract. The amount of time should be appropriate to the project. For instance, a faculty member may only want to allow a relatively short amount of time to complete a missing exam. Under special circumstances, the Dean may extend the deadline beyond one semester. In such a case, the contract should be revised to reflect the change. Once the student completes the required project, the faculty member determines the final grade for the course and notifies the Registrar by using the standard Change of Grade form.

Courses that receive an "Incomplete" grade will be counted toward the total number of credits attempted, but not earned. The course will not be calculated in the student's term or cumulative GPA until the incomplete grade is resolved. If the "INC" grade is subsequently changed to an "F," the "F" grade will be calculated into the student's GPA and will appear on the transcript. Incomplete grades can, therefore, affect a student's financial aid status at the college, but will not initially affect the student's GPA. For students who are accessing Title IV programs to assist in paying their educational expenses, a grade of "Incomplete" may result in the inability of the Financial Aid office to confirm that students are in satisfactory academic standing.

4.1j Class Ranking

Students are ranked at the end of the fall and spring semesters in the division in which they were registered for the respective semesters.

In the event of a grade change, a student's rank is recalculated within the existing class rankings (the entire class is not re-ranked). Second year students are re-ranked at the beginning of the fall semester to account for changes resulting from attrition.

Students in the 2-year and 5-year JD programs are not ranked.

4.1k Final Class Ranking after Division Transfer

A student is ranked in the division in which they were enrolled for a particular semester. If a student changes division during their law school career, their final class ranking at graduation shall be the division in which they earned more than 50% of their credits. If the number of credits earned in each division is equal, the student's class ranking at graduation shall be in the division in which they began their studies.

4.2 Leaves of Absence

A matriculated student enrolled at the Law Center who chooses to suspend their enrollment, but intends to return and continue their study at Touro, must submit a [Leave of Absence \(LOA\) Request Form](#) that must be reviewed and signed by the administrators listed on the form. A student may initiate a request for an LOA by contacting the Assistant Dean for Student Services. In consultation with other appropriate parties, the Assistant Dean for Student Services will determine whether the leave will be granted.

If extenuating circumstances arise, a student may request a leave of absence mid-semester and/or beyond one semester. These circumstances include, but are not limited to, a death in the family, medical reasons, military leave and personal well-being.

If the student requests a leave of absence mid-semester, submission, approval and processing of the LOA in the student information system should not exceed 7 business days.

Any LOA requested during the semester or for a period beyond one semester will be considered as a non-reportable LOA for purposes of administering federal financial aid and it will be reported as withdrawn from the college. The student's withdrawal date is the date the student begins the non-reportable LOA. A Return of Title IV calculation may be necessary to determine a student's tuition liability.

A student whose leave of absence is approved and is registered for courses at the point of approval is automatically withdrawn from all courses (no additional add/drop form is required). Tuition will be refunded only in accordance with Touro's published refund policy; See Section 7.1.

There must be a reasonable expectation that the student will return from the LOA.

Leaves of absence are counted in the calculation of the time limits placed by bar examiners for completion of degree requirements; See Section 4.1.

Returning from a Leave of Absence

Students must consult with the Assistant Dean for Student Services 30 days prior to returning to school from an LOA.

4.3 Withdrawal from the Law Center

► **Authorized Withdrawals from School**

Students considering withdrawing from the Law Center must speak with and obtain permission from the Assistant Dean for Student Services. Students transferring to another law school must also officially withdraw. All students who fail to complete a [Request for Withdrawal Form](#) prior to the first day of the subsequent semester may incur tuition liability.

Before your request can be acted upon, you must review your request with and obtain the written approval of all of the Law Center Offices to be sure you have no outstanding obligations to the Law Center.

Students are strongly advised to consult with the Financial Aid Office regarding the impact on loan status.

► **Unauthorized Withdrawals from School**

A student who stops attending classes without obtaining a leave of absence or approved withdrawal must file an application for readmission if he/she wishes to return to the Law Center. An unauthorized withdrawal notation on the academic record results in a registrar hold. No services are available to the student until a properly executed withdrawal form is submitted and approved.

4.4 Visiting Student Status at Another Law School

Students generally are not permitted to attend another law school. However, permission may be granted by the Associate Dean for Academic Affairs for visiting student status at an ABA-accredited law school when an exceptional change in the student's personal circumstances requires the student to relocate for the period of visiting status, or if there is an extreme hardship. An extreme hardship does not include a difficult commute or a desire to re-locate after graduation. There is no right to attend another law school or to transfer credits from another law school to the Law Center.

Transfer credit may be awarded only for courses in which the student has earned a grade of "C+" or higher or the visiting school equivalent. Only the credits earned, not the grade, will be transferred and will appear on a student's record. The request for transfer credit must be supported by an official transcript from the school at which the course or courses were taken.

Students will not be allowed visiting student status at another law school during the last semester of study at Touro Law, except for extraordinary circumstances.

4.5 Transfer from One Division to Another

Students may transfer from full-time to part-time or from part-time to full-time status by submitting a [Division Transfer Application Form](#) to the Assistant Dean for Student Services. In the absence of extraordinary circumstances, the following rules apply to requests to transfer from full-time to part-time or from part-time to full-time:

- ▶ A student will be permitted a maximum of only (2) transfers in full-time or part-time status during their legal studies.
- ▶ A student may not request a transfer from part-time to full time until the student has completed at least two (2) part-time semesters

Students seeking permission to change divisions must complete a [Division Transfer Application Form](#). The form must be completed and returned to the Office of Student Services for approval.

Valedictorian/Salutatorian Honors after Division Transfer

If a student changes division during their law school career and has a GPA which makes him/her eligible for the position of valedictorian or salutatorian, the final determination of the division in which he/she should be declared the valedictorian or salutatorian would be based on the division in which he/she earned more than 50% of their credits. If the number of credits is equal, the student will be eligible for valedictorian or salutatorian in the division in which he/she began their studies.

Final Class Ranking after Division Transfer

A student is ranked in the division in which they were enrolled for a particular semester. If a student changes division during their law school career, their final class ranking at graduation shall be the division in which they have earned more than 50% of their credits. If the number of credits earned in each division is equal, the student's class ranking at graduation shall be in the division in which they began their studies.

4.6 Withdrawal from Courses

Absent exceptional circumstances, students may not withdraw from required courses.

Courses dropped during the add/drop period will not appear on a student's transcript. A course dropped after the add/drop period (up until the last day to drop a class) appear on a student's transcript as "W," which signifies that the student withdrew with permission. A "W" grade is not computed as part of the student's grade point average (GPA).

If a student does not withdraw by the applicable deadline and if the student does not sit for the final examination (or otherwise complete the course requirements), the failing grade of "WF" (Withdrew Failing) will be entered on the student's transcript and computed as part of the student's GPA. The grade of "WF" signifies both failure and non-completion and, therefore, may affect financial aid status. See Section 7.3 on Financial Aid.

A student who is not allowed to continue attending a course and/or is not allowed to take the final examination by their instructor due to absences in excess of those allowed under Law Center regulations (see "Section 2.5 Attendance," under section Requirements for Graduation and Compliance with ABA and NYS Court of Appeals Rules for Study in Law School) will receive the failing grade of "WF."

Students contemplating withdrawing from one or more courses should consider the effect the withdrawal may have on the minimum number of credit hours per semester. See section on Minimum and Maximum Credit Hours, and section on Financial Aid.

4.7 Taking Courses in Another Division

All required courses must be taken in the division and section as assigned. This policy should be followed when students must retake failed courses and courses mandated by the Academic Policy Committee. Generally, no exceptions are made for full-time students who wish to take a required course in the Evening Division in order to facilitate or accommodate employment.

Full-time students taking elective courses in the Evening Division should be mindful of the requirement that, in every semester, they must take more than half their credit load in Day Division courses.

In the event that an elective course becomes oversubscribed, a waiting list is established, with priority given to students in their last semester of study.

Students on waiting lists are notified of available seats by their official Touro e-mail and have three (3) days to respond (1 day during the first week of classes). Failure to check e-mail notices may forfeit a student's eligibility to register for an available seat.

4.8 Minimum and Maximum Credit Hours Per Semester

Full-time students must carry a minimum of twelve (12) credits and may take a maximum of sixteen (16) credits each semester. Prior to Fall 2021, full-time students receiving credit for Law Review, the Moot Court Honors Board of Advocates, or TAPS may exceed the maximum credit load by up to one (1) credit, at no extra charge. Beginning in Fall 2021, students who exceed the maximum credit load will be charged for any credit that exceeds the maximum credit load. A full-time student may never go above 17.5 credits per semester.

Students who transfer from full-time to part-time after having completed at least one (1) semester full-time may not take a semester of 12 credits in the part-time program. This provision also applies to transfer students who were full-time at their prior school but enter the Law Center as part-time students.

Part-time (4 year) students must carry a minimum of eight (8) credits and may carry a maximum of eleven (11) credits each semester. Prior to Fall 2021, part-time students receiving credit for Law Review, the Moot Court Honors Board of Advocates, or TAPS may exceed the maximum credit load by up to one (1) credit, at no extra charge. Beginning in Fall 2021, part-time students will be charged for any credit that exceeds the maximum credit load. However, part-time students may take 12 credits during one of their last six (6) semesters, at no extra charge. Part-time students may never exceed twelve

(12) credits, even for Law Review, the Moot Court Honors Board of Advocates or TAPS. Part-time, Day Division students should see the Registrar for additional information.

Part-time FlexJD Program (4 year) students must carry a minimum of eight (8) credits and may carry a maximum of eleven (11) credits per semester. Students in the FlexJD Program will be required to attend summer classes during the first two years.

Part-time (5 year) students must carry a minimum of eight (8) credits and may carry a maximum of nine (9) credits each semester. Part-time students receiving credit for Law Review, the Moot Court Honors Board of Advocates, or TAPS may exceed the maximum credit load by up to one (1) credit, at no extra charge.

In exceptional circumstances, and with the advance written permission of the Assistant Dean for Student Services, a student may exceed the applicable maximum credit limit by one (1) credit, if:

- ▶ the student is in the final semester
- ▶ the student needs the single credit to graduate at the end of that semester
- ▶ the student is not accelerating graduation.

In this situation, the student will be required to pay for the one (1) extra credit at the then-prevailing per credit rate.

PLEASE NOTE: Students must be in compliance with the NYS Court of Appeals rule which states that students are not permitted to take more than twenty percent of the total required credits in a semester. This means that students may not, under any circumstances, take more than 17.5 credits in any one semester.

Students wishing to seek permission to take more than the maximum or less than the minimum number of credits for their division must complete a [Petition to Assistant Dean Form](#) found in the Office of Student Services or on the Law Center website and return the form to the Office of Student Services.

4.9 Student Complaint Procedure

The Law Center is committed to safeguarding the interests of all students. Students are treated with fairness and respect in accordance with the Law Center's policies and procedures. The Law Center does not condone unfair treatment of students by administration, faculty or staff. Students who believe that they have been aggrieved by the Law Center, and that such occurrence is not governed by another complaint mechanism, may seek redress through the complaint procedure outlined below. No adverse action will be taken against any person who files a complaint because of the filing of such complaint.

This student complaint procedure is available to any Law Center student who seeks to resolve a legitimate grievance directly affecting that student, provided that such

circumstance is not governed by another complaint mechanism (see Exception to Policy below). The procedure only applies to complaints that are the result of actions by another member of the College community while acting in an official capacity (e.g., faculty member, administrator, or staff) in contravention of the written policies of the Law Center.

If any student believes that their rights have been violated or infringed upon, or that the Law Center's policies and procedures have not been followed, that student may file a formal complaint in accordance with the guidelines below.

When a complaint concerns an administrative function of the Law Center, including, but not limited to, tuition refund and student financial assistance, a student may file a formal complaint with the College-wide director or supervisor of the administrative unit in question, or their designee. Prior to filing the formal complaint, the student should attempt to remedy the situation via an informal mediation. If the informal mediation is unsuccessful, or if the student is uncomfortable attempting an informal resolution, then a formal complaint may be filed. The complaint should state, with particularity: the person(s) involved, the nature of the claim, the date, witnesses (if any), documents (if any), and the circumstances under which the alleged claim may have been committed.

Exception to Policy

This Policy is not applicable to situations that are governed by other policies. For example, complaints of sexual harassment are governed by Title IX; Touro currently has a robust policy and procedure for dealing with such allegations. Therefore, all such incidents are considered under that anti-harassment policy/process. Other examples of exceptions to the Student Complaint Policy include, but are not limited to, race discrimination, Code of Conduct violations, and ADA Reasonable Accommodations requests and complaints. Additionally, this Policy is separate and distinct from the Touro College or program-specific grade appeals policies. Therefore, this Policy may not be used for appealing grades, dismissals, or academic decisions by any Touro College programs. Such appeals are governed by the Student Handbook or Catalog for the program in which the student is enrolled.

All students are urged to read the entire policy at <https://touro.app.box.com/v/studentgrievancepolicy>

The Law Center has adopted the following Complaint Procedure in accordance with American Bar Association (ABA) Standard 510. The ABA Standards for the Approval of Law Schools can be accessed on the American Bar Association's website here: https://www.americanbar.org/groups/legal_education/resources/standards.html.

1. Students with complaints about any aspect of the Law Center excluding the program of legal education and compliance with the American Bar Association (ABA) Standards should first discuss the matter directly with the faculty member, administrator or staff member involved. If this discussion fails to address the issue or achieve an acceptable resolution, the student should bring the matter to the attention of the head of the administrative office with responsibility for the area of

the student's concern. If the problem persists, the student should file a written complaint in accordance with the requirements below.

2. Any student who alleges that a significant problem directly implicates the Law Center's program of legal education and compliance with the ABA's Accreditation Standards should file a written complaint with the Dean's designee (Associate Dean for Academic Affairs, Assistant Dean for Administration, or the Assistant Dean for Student Services). The written complaint must identify the problem in sufficient detail to permit the Dean's designee to investigate the matter, including the specific Accreditation Standard(s) at issue, and must be signed by the student. The signed written statement must also include the student's contact information, including name, home and e-mail addresses, and phone number.
3. Within three weeks after a signed written statement is received by the Dean's designee, the Dean's designee shall advise the student of any action the Law Center is taking to address the matter or any further investigation into the matter.
4. Within ten days of being advised of any action the Law Center is taking to address the matter, the student may appeal that decision to the Dean of the Law Center. The decision of the Dean shall be final. This Policy may not be used for appealing grades, dismissals, or academic decisions by the Law Center.

SECTION 5 – ACADEMIC HONORS, JOURNALS AND STUDENT ORGANIZATIONS

5.1 Awards and Honors

5.1a Dean's List

A student who has taken at least the minimum number of credits required in their division (full-time or part-time) and earns a grade point average for that semester that is in the top 15% of their class is eligible for the Dean's List.

5.1b Honors Program

The Touro Law Center Honors Program offers special opportunities to those students showing high academic achievement, strong written and oral communication skills, evidence of intellectual curiosity and engagement, and the motivation to participate in a challenging academic experience. Students eligible to apply must have a GPA of 3.5 or higher.

Students who are selected for the Honors Program will continue in the Program until their graduation from the Touro Law Center, provided they continue to meet the selection criteria, including the maintenance of a GPA of 3.5 or higher. Further information on the Honors Program can be found on the [Honors Program website](#).

Benefits of the Honors Program include:

- ▶ Participation in honors sections for an enriched course or courses;
- ▶ Invitations to stimulating and engaging activities within a community of student-scholars;
- ▶ Designation as an Honors Program Scholar, with appropriate notation on transcript and resume, and at commencement ceremony;
- ▶ Inclusion in faculty colloquia and other faculty scholarly pursuits;
- ▶ Eligibility to compete in, serve on, and receive credit for Touro Law Review, the Moot Court Honors Board, Trial Advocacy Practice Society (TAPS), subject to the approval of the Chair of the Honors Program Committee and the respective Editors-in-Chief;
- ▶ Additional advising regarding curricular planning, clerkships, and job placement; and
- ▶ Assistance in securing opportunities to serve as a research or teaching assistant.

5.1c Pro Bono Scholars Program

The Pro Bono Scholars Program (PBSP) allows students, in their final year of law school, to devote their last semester of study to performing pro bono service through an approved externship program, law school clinic, legal services provider, law firm or corporation.

Students who are accepted into the Pro Bono Scholars Program will spend 12 weeks working full-time in a pro bono placement, while also completing an academic component at their law school. Students will have the opportunity to develop quality mentoring relationships and receive invaluable practical training under the supervision of both a practicing lawyer and a faculty member. As an additional benefit for participating in the program, students will be permitted to take the New York bar examination in February of their final year of study, before they graduate. Upon successful completion of the program and any other graduation requirements, students will be awarded their Juris Doctor degree and be admitted to practice as soon as practicable after graduation. By participating in the program, students can accelerate the pace at which they can enter the legal market as licensed attorneys.

Students interested in the Pro Bono Scholars Program should contact the Director of Pro Bono and Public Interest. The program is limited to a small number of students annually.

5.1d Graduation Honors – Juris Doctor, Master of Laws, and Master of Laws in U.S. Legal Studies

Graduation honors are based on the cumulative GPA following the prior Fall semester.

1. *Cum laude* – Students with a cumulative GPA of 3.533 to 3.732 receive the degree cum laude. Additionally, students who fall below a 3.533 cumulative GPA but who are in the top 10 percent of their class, will graduate cum laude.

2. *Magna cum laude* – Students with a cumulative GPA of 3.733 to 3.932 receive the degree magna cum laude.
3. *Summa cum laude* – Students with a cumulative GPA of 3.933 or better receive the degree summa cum laude.

Students graduating with honors wear gold honor cords as part of their regalia for the Commencement Ceremony.

5.1e Other Honors and Awards

Law Center students are eligible for the following awards:

- ▶ CALI Awards for Academic Excellence: The Law Center, in cooperation with the Center for Computer Assisted Legal Instruction (CALI) awards, to each student with the highest grade in each section of each course, the CALI Award for Academic Excellence in that course.

5.2 Law Review, Moot Court Honors Board, and Trial Advocacy Practice Society

Students can qualify for membership on the Touro Law Review, the Moot Court Honors Board, or the Trial Advocacy Practice Society through annual competitions. Each organization has its own eligibility criteria and competition rules (See links below). Students can contact the organizations via e-mail at LawReview@tourolaw.edu, MootCourt@tourolaw.edu or TAPS@tourolaw.edu. Competitions for membership in these honor societies are announced through postings, email announcements, and in *The Touro Times*.

Students may receive credit for participating in these organizations. In order for students to receive credit for any Honor Society, the student must be registered for that organization. At the beginning of each semester, the faculty advisor of each honor society will submit a list of participating students to the Registrar. The Registrar's office will register the students accordingly. **Full-time students may not register for more than 17 credits per semester. Part-time students may not register for more than 12 credits per semester.**

Except for students selected as Honors Program scholars (see Honors Program Section 5.1b), students may not receive simultaneous credit for participation in Law Review, the Moot Court Honors Board, or the Trial Advocacy Practice Society during the same academic year. Award of credit for any of these honor societies must be approved by the respective faculty advisors.

Students receiving credit for Law Review, Moot Court Honors Board and/or the Trial Advocacy Practice Society must be in compliance with the NYS Court of Appeals rule which states that students are not permitted to take more than twenty percent of the total required credits in a semester. This means that students may not take more than 17.5 credits in any one semester.

Information regarding all honor societies is available on the website, please see:

- [Touro Law Review](#)
- [Moot Court Honor Board](#)
- [Trial Advocacy Practice Society](#)

Law Review

- ▶ Staff and Senior Staff members of the Law Review may receive one (1) credit per semester to be conferred at the end of each semester.
- ▶ Members of the Law Review Editorial Board may receive two (2) credits per semester to be conferred at the end of each semester.
- ▶ The Editor-in-Chief and Managing Editor of the Law Review may receive three (3) credits per semester to be conferred at the end of each semester.

Additionally, staff members and editorial board members may receive one (1) credit for publication of an article in the Law Review to be conferred at the end of the semester in which the article was published.

A Law Review Executive Board Member may not serve as an Officer or Executive Board Member of any other student or other organization.

Moot Court Honors Board of Advocates Credit

- ▶ Staff members of Moot Court Honors Board may receive one-half (1/2) credit per semester to be conferred at the end of each semester.
- ▶ Members of the Moot Court Editorial Board may receive one (1) credit per semester to be conferred at the end of each semester. Thus, a student serving on the staff for two years will receive two (2) credits. One year of staff work and one year of Editorial Board work will result in a total of three (3) credits. Credit will be retroactively denied if the student does not complete four consecutive semesters on the Moot Court Honors Board. For example, a part-time student may resign from the Moot Court Honors Board and retain all credit after successfully completing their second and third years of service. However, a part-time student would not be eligible for credit by serving in their second and fourth years on the Moot Court Honors Board.
- ▶ A student, including Moot Court Editorial Board members, may receive one credit per each semester in which the student participates in an interschool moot court competition, by completing the Moot Court Competition Tutorial that involves fourteen (14) hours of structured instruction from faculty.

TAPS (Trial Advocacy Practice Society) Credit

- ▶ Staff members of the Trial Advocacy Practice Society may receive one-half (1/2) credit per semester to be conferred at the end of each semester.

- ▶ Members of the TAPS Editorial Board may receive one (1) credit per semester to be conferred at the end of each semester. Thus, a student serving on the staff for two years will receive two (2) credits. One year of staff work and one year of Editorial Board work will result in a total of three (3) credits. Credit will be retroactively denied if the student does not complete four consecutive semesters on TAPS. For example, a part-time student may resign from TAPS and retain all credit after successfully completing their second and third years of service. However, a part-time student would not be eligible for credit by serving in their second and fourth years on TAPS.

5.3 Student Organizations

See the Student Organizations Handbook, available from the Office of Student Services, for more information.

5.3a Forming an Organization

Students wishing to form an organization must meet with the Director of Student Services and Scholarship Aid, comply with certain administrative requirements, and obtain approval from the Student Bar Association (SBA). Approved student organizations are eligible to request (but are not guaranteed) funding from the SBA each semester. The approval of a student organization by the SBA does not represent approval or endorsement of any of the organization's programs or policies.

5.3b Student Organization Events

Student organizations approved by the SBA may use classrooms and other locations for meetings and other appropriate activities. In order to request a room, student organizations must fill out an [Event Scheduling Form](#), which may be obtained from the Office of Student Services (Room 302). The form must be submitted for approval at least two weeks prior to an event or meeting.

5.3c Public Relations and Fund Raising

The Office of Institutional Advancement, Alumni Relations and Communications is responsible for coordinating all fundraising and public relations activities. Members of the Law Center community, including students, faculty and administration, should refer all media inquiries and public relations issues to the Office of Institutional Advancement, Alumni Relations and Communications.

If a faculty member, student or student organization would like a matter to be directed to the media, the Office of Institutional Advancement, Alumni Relations and Communications must be contacted as soon as possible. **No fundraising activities of any kind may be undertaken without first coordinating with the Director of Student Services and Scholarship Aid.**

SECTION 6 - ADMISSION TO THE BAR

6.1 General Requirements

Qualification for Licensure⁴

The Touro College Jacob D. Fuchsberg Law Center is approved by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association, 321 North Clark Street, Chicago, IL 60654, 312-988-6738, and is authorized to award the Juris Doctor (J.D.) degree. The J.D. program meets the law school educational requirements to sit for the bar exam in all 50 states, the District of Columbia, and the U.S. territories of Guam, Northern Mariana Islands, Palau, Puerto Rico, and the U.S. Virgin Islands.

The Law Center received acquiescence of its Master of Laws (LL.M.) in U.S. Legal Studies program. This LL.M. program meets the law school educational requirements to sit for the bar exam in the following jurisdictions: California, New York, Vermont, Washington, Wisconsin, and the U.S. territory of Palau.

Please note that acceptance into the J.D. or LL.M. program is not a guarantee of licensure in any state or jurisdiction.

Qualifications for Admission to the Bar (American Bar Association Standard 504)

Each state/jurisdiction has its own requirements for admission to its bar. For information about state bar examinations, please visit the American Bar Association website at: https://www.americanbar.org/groups/legal_education/resources/bar_admissions/.

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

A number of states require that persons intending to practice law in those states register with a designated state office or official prior to beginning the study of law. Students should therefore ascertain and comply with such requirements in the jurisdictions where they expect to practice. You are encouraged to review these requirements at www.ncbex.org.

⁴ Revised statement effective July 1, 2020.

6.2 New York State Bar Requirements

The requirements for taking the New York Bar examination and for admission to the New York State Bar are available on the website of the NYS Board of Law Examiners at www.nybarexam.org.

New York State administers the Uniform Bar Exam (UBE). The UBE is a uniform battery of tests that consists of the Multistate Bar Examination, 200 multiple-choice questions; the Multistate Essay Examination, six essay questions; and two Multistate Performance Test, two practical skills questions.

In addition to the UBE, an applicant for admission in New York must take and complete the New York Law Course, an online course in New York-specific law and must take and pass the New York Law Exam, an online examination consisting of 50 multiple-choice questions. The New York Law Exam may be taken up to two years before or after successful completion of the bar exam.

Students must also take the Multistate Professional Responsibility Exam (MPRE), which is a one day, two hour, sixty-question multiple-choice exam. The MPRE can be taken up to three years before or after successful completion of the bar exam. For more information on the MPRE please go to www.ncbex.org.

6.3 Applying for Accommodations for the Bar Exam

Students requiring accommodations for the New York State Bar Exam and the New York Law Exam bar exam should see <https://www.nybarexam.org/ADA/ADA.htm> for important information.

6.4 Certification of Bar Eligibility

The Rules of the New York State Board of Law Examiners (22 NYCRR Section 6000.2(b)) provide that a law school must certify an applicant's eligibility by February 1 for the February Bar Exam, and by June 15 for the July Bar Exam. The Board of Law Examiners has informed the Law Center that requests for waivers of these certification deadlines will not be considered.

As a result, students taking summer courses, for any reason, to complete their graduation requirements will not be eligible for certification for the July New York Bar exam, as summer courses do not end until mid-July.

SECTION 7- LAW CENTER ADMINISTRATIVE OFFICES

7.1 Office of the Bursar

The Office of the Bursar is responsible for charging tuition and fees according to the Touro College fee schedule and for collecting timely payments from students.

7.1a Payment of Tuition and Fees

Students will not be permitted to register until all applicable tuition and fees have been paid in-full or the student has received clearance from the Office of the Bursar. Students can view their account activity, statements and make payments on TouchNet through the Portal. Payments may be made by electronic check or major credit card.

7.1b Procedures and Due Dates

Tuition and fees must be paid in full before the start of each semester. Students are permitted to register for a forthcoming semester only if they have made full payment or other arrangements with the Bursar. Summer tuition and fees must be paid at the time of registration for a summer session. Students who fail to make full payment or other arrangements with the Bursar by the end of the second week of classes in any semester will be notified in writing that they are ineligible to continue to attend classes and will be de-registered from classes. Re-registration requires payment of a \$100.00 fee.

Students seeking to rely on financial aid to cover tuition and fees must file a Free Application for Federal Student Aid (FAFSA) form by May 15 preceding the academic year for which the financial aid is sought. The Financial Aid Office will contact the student to submit the necessary loan application(s) as well as the appropriate documentation. This process usually takes 10-12 weeks, so early filing is suggested to provide the Financial Aid Office sufficient time for processing, thereby facilitating the timely disbursement of loan proceeds. Any student choosing this payment option will be subject to late payment fees if the FAFSA deadline is not met.

Note: Grade reports, transcripts, requests for leave of absence and withdrawals, loan deferrals, as well as bar examination and other certifications will not be processed or issued to students who have delinquent tuition or other accounts.

7.1c Tuition Billing

Per-Semester and Per-Credit All J.D. students must carry at least the minimum credit load required for their division (12 credits in full-time and 8 credits in part-time) and are charged tuition at the applicable full-time or part-time per-semester rate. Students in the two-year program, the FlexJD program, and the five-year part-time program and all LL.M. students are charged tuition on a per-credit basis.

Requests by full-time or four-year part-time J.D. students to pay tuition on a per-credit

basis will be considered only when a student needs six (6) or fewer credits to complete their degree requirement. Student must complete the [Petition to Assistant Dean Form](#) and submit it to the Assistant Dean for Student Services for review and approval.

7.1d Late Payment Fees

Late payment fees are charged at a rate of \$100 per month to students making payments or endorsing their loan checks after the tuition due date.

7.1e Graduation Fee

The graduation fee is due in the student's last scheduled full semester of attendance. The graduation fee must be paid whether or not the student plans to attend the graduation ceremony.

7.1f Tuition Refund Schedules

A student wishing to withdraw from any or all classes must complete the necessary form(s) in the Registrar's Office.

► **Withdrawal from All Classes: The following refund schedule applies:**

Fall & Spring Semesters:

Before the first day of the semester: 100% of tuition
During the first week of classes: 90% of tuition
During the second week of classes: 75% of tuition
During the third week of classes: 50% of tuition
During the fourth week of classes: 25% of tuition
No refund after the fourth week of classes

Summer Semester:

Before the first day of the semester: 100% of tuition
During the first week of classes: 60% of tuition
During the second week of classes: 20% of tuition
No refund after the second week of classes

Winter Semester:

Before the first day of the semester: 100% of tuition
No refund on or after the first day of classes

A student who withdraws from the Law Center during a semester and DOES NOT COMPLETE 60% OF THE TOTAL CLASS DAYS for that semester will have to repay loan monies per Federal Government guidelines. (See Section 7.3 on Financial Aid.)

A student who attends a summer semester (on-campus or abroad) will not be entitled to a refund of tuition or fees if the student is subject to academic dismissal

after the computation of the previous spring semester's grades. Except as noted above, Summer Abroad Programs have their own refund rules (see relevant program materials).

All students in receipt of Title IV funds (federal financial aid) will be subject to the Return of Title IV policy. Please consult with the Bursar's Office.

► **Withdrawal from Individual Classes**

- Withdrawals from individual classes in the fall and spring semester--where the student remains at or above the applicable per-semester credit minimums (12 full-time and 8 part-time), there are no financial consequences. In other words, the student neither receives a refund nor is subject to a penalty.
- Withdrawals from individual classes in the on-campus summer session or other situations where the student is paying on per-credit basis, the following applies:

Withdrawals within the Drop/Add Period = No Liability

Withdrawals after the Drop/Add Period = No Refund

7.1g Electronic Transfer of Loan Proceeds

Under New York state law, the Law Center is authorized to receive the proceeds of student loans via electronic fund transfer (EFT). In accordance with the terms indicated on the Master Promissory Note (MPN), unless a student gives prior written notice to receive a paper check, co-payable to the student and Touro Law Center, loan proceeds are received by electronic fund transfer.

7.1h Student Refunds

The Office of the Bursar is responsible for disbursing funds to students resulting from loan overpayments of any type, commonly referred to as a student refund. Student refunds are issued following federal and state guidelines once proper attendance and satisfactory academic progress are verified. Student refunds can be received electronically by direct deposit. Students will receive a paper check in two weeks if they do not enroll in the direct deposit option. Students can enroll in an electronic deposit option on the Touro One portal at <https://touroone.touro.edu/cas/login>. The Office of the Bursar will notify students when the funds arrive. All notifications are sent via e-mail, so it is important for students to check their Touro email regularly.

7.2 Office of Career & Professional Development (CPD)

The Office of Career & Professional Development (CPD) is committed to assisting all students and alumni in their job searches through opportunities and programs, including those listed below. Career Counselors are available for day and evening appointments by making an appointment with your Counselor on [Symlicity](#), emailing your assigned Counselor or calling 631-761-7030.

- ▶ Employment Opportunities and Listings: Throughout the year, CPD receives listings from employers for internships, clerkships, and fellowships for full-time and part-time students and post-graduate opportunities for students and alumni. These positions are immediately posted on [Symlicity](#), Touro's online career services management system. Go to <https://law-touro-csm.symlicity.com/students> and click on "Sign Up" to create a free account to access job listings.
- ▶ Externships: Obtaining Academic Credit While Gaining Legal Experience: The externship program provides students with the opportunity to receive academic credit while gaining practical work experience. Applicants are matched with field placement opportunities in a variety of fields of law. Students must apply for the externship program. The requirements of the program and an application can be found at: <http://www.tourolaw.edu/Academics/default.aspx?pageid=67>.
- ▶ On Campus Interviews Employers are encouraged to interview students on campus throughout the year, although most interviews take place in employer offices. CPD will notify students of on-campus interview sign-up procedures and provide specific information about application procedures by email and via Symlicity.
- ▶ Counseling Appointments and Resume Review Individual career counseling is available by appointment and on a walk-in basis. Students/alumni are strongly urged to schedule an appointment for review of their resumes and cover letters, and advice on job search strategies and interview techniques. Individual counseling sessions for first-year students may be scheduled beginning October 15th.
- ▶ Programs, Panels, and Information Sessions CPD presents programs on resume preparation, interviewing techniques, job search strategies, and more. Career panels with attorneys and experts in various practice areas are presented to provide information on a variety of legal career options and offer networking opportunities.
- ▶ Career Resources Visit the [Career Services webpage](#) to access information about the CPD library of articles, directories, and employment search resources. Computers and a printer are available in the CPD Office for resume and cover letter preparation, and to research employment opportunities.

- ▶ **Reporting Employment Results** Touro Law Center is required to collect and report employment information from students in order to comply with American Bar Association, National Association for Law Placement and institutional reporting requirements. Students shall promptly respond to all CPD requests for such information.

7.3 Office of Financial Aid

In keeping with its policy of awarding financial aid on the basis of need, the Law Center provides assistance to accepted students who, without such help, would be unable to pursue their legal education. Financial aid comes from federal, state, institutional, and private sources. Students must be matriculated, enrolled at least half time, and making satisfactory academic progress as defined within each aid program. Half-time for all J.D. programs, including the summer session is defined as a minimum of six (6) credits. Therefore, in order to receive financial aid for the summer, all J.D. students must take six (6) credits, equal to half-time, in any session, including the summer. Federal aid is limited to U.S. citizens, permanent residents, and certain eligible non-citizens; New York State aid is limited to residents of New York.

7.3a Application Process

1. Complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/>. In order to complete the FAFSA, a student will need a FSA ID. A student can create an FSA ID at <https://studentaid.gov/> if the student has forgotten or do not have a FSA ID. The FAFSA school code is 010142, Touro College, Main Campus, New York, NY.
2. Review the Student Loan Budget Worksheet to budget and calculate how much to borrow (<http://www.tourolaw.edu/Admissions/forms-worksheets>).
3. Complete the Federal Stafford/Graduate PLUS Loan Entrance Counseling online at <https://studentaid.gov/>. Under “Graduate/Professional Students” click on “Complete Entrance Counseling. Select Touro College – Touro Law Center as the school.
4. Complete Master Promissory Note for Federal unsubsidized Loan and Federal Graduate PLUS Loan online at <https://studentaid.gov/>. Under “Graduate/Professional Students” click on “Complete Loan Agreement for a subsidized/unsubsidized Loan (MPN)”. A separate MPN is required for each loan. Select Touro College – Touro Law Center as the school. The MPN must be completed only once (if loan is borrowed within the first year) and is valid for ten years.
5. Complete Graduate PLUS Loan Request Form (<https://www.tourolaw.edu/Admissions/forms-worksheets>). This form is on the school’s website and should be submitted directly to the Financial Aid Office (fin-aid@tourolaw.edu).

6. If declining federal student loans and opting for an Alternative/Private education loan, students must research and select the lender of their choice. Complete the application and promissory note directly online at the lender's website. Students must notify the Financial Aid Office if they are borrowing an alternative/private education loan.
7. Financial Aid Self Service System: View and Accept/Decline Awards.
 - a. Log on to Student Portal: <https://touroone.touro.edu/cas/login>.
 - b. First Time users – click first time user and enter the information it requests. If the student gets a message that their account is already valid, then go to next section, revalidate. Select Financial Services.
 - c. Select Financial Aid Awards.
 - d. Select Aid Year.
 - e. Select the “Terms and Conditions” tab. Read the terms and conditions. Click the Accept button.
 - f. Select Accept Award Offer- choose accept or decline for each fund and select Submit Decision.

7.3b Programs – Terms and Eligibility

- ▶ Federal Programs The Federal Direct Stafford Loan and the Federal Direct Grad PLUS Loan offer a number of repayment options, plus opportunities for deferment, forbearance, loan forgiveness, and cancellation (for death or total and permanent disability). Upon repayment, the loans can be consolidated with prior and future federal loans, and neither loan charges a penalty for early repayment.
- ▶ Federal Work Study Program (FWSP) The Work Study program offers part-time employment opportunities on campus during the academic year and at not-for-profit or government agencies during the summer period. Funds are awarded on a first-come, first served basis and earnings from this program are considered part of a student's financial aid package.
- ▶ Eligibility for Continuing Federal Financial Assistance In order to remain eligible for federal financial assistance, all students are required to maintain satisfactory progress in accordance with the qualitative and quantitative standards detailed below. Satisfactory progress is evaluated at the end of each academic year. Students who fail to meet applicable standards at the end of each academic year will be dismissed or granted one semester of probation, with the exception of the final semester, at the end of which they must reach the level of the next required evaluation point. Students who have not attained the requirements by their last semester will lose eligibility for financial assistance and must appeal to have it reinstated. The Satisfactory Academic Progress Policy for Touro is available online at: <https://www.touro.edu/students/policies/satisfactory-academic-progress-policy/>.

JD Program – Full-Time Required Evaluation Point	Minimum Quantitative Standards Min Credits Completed	Minimum Qualitative Standards GPA
End of first academic year	18	2.333
End of second academic year	36	2.333
End of third academic year	54	2.333
End of fourth academic year	72	2.333
End of fifth academic year	88	2.333

JD Program – Full-Time Required Evaluation Point	Minimum Quantitative Standards Min Credits Completed	Minimum Qualitative Standards GPA
End of first academic year	16	2.333
End of second academic year	32	2.333
End of third academic year	48	2.333
End of fourth academic year	64	2.333
End of fifth academic year	88	2.333

Loan Consolidation Loan consolidation enables students to combine all existing federal student loans into one new loan. The interest rate is the weighted average of the loans consolidated. Benefits include lower monthly payments by taking a longer period of time to repay the loan and having the convenience of all loans held by one servicer. Students can apply to consolidate their loans when repayment commences by contacting the Department of Education at: <https://studentaid.gov/>.

Deferral/Cancellation of Student Loans. Students receiving federal direct student loans may qualify for deferral of the repayment of the principal and interest, or for partial cancellation of the student loan, for service under the Peace Corps Act, the Domestic Volunteer Service Act of 1973, or for performing certain types of service such as teaching in a low-income school. For a complete list of cancellation and discharge provisions visit the U.S. Department of Education website at <https://studentaid.gov/>.

Federal Loan Forgiveness Many people working in public service can benefit from a federal student loan forgiveness program. The College Cost Reduction and Access Act of 2007 (P.L.#110-84) defines public service as: “A full-time job in emergency management, military service, public safety, law enforcement, public health, public education, social work, public interest law services (including prosecution or public defense or legal advocacy in low income communities at a nonprofit organization...” After 10 years of service and 120 qualified federal student loan payments (based on an income based repayment-(IBR) structure) the remaining balance of the federal loan/s will be forgiven. The Department of Education will require documentation, forms and verification. For more information visit: <https://studentaid.gov/>.

Return to Title IV Policy The U.S. Department of Education’s (ED) Return to Title IV (R2T4) policy requires Touro to calculate a refund and repayment of Title IV (federal) financial aid received by students who cease attendance (includes both voluntary and

involuntary separations from Touro) prior to the 60% point of a term for which they received federal aid. The R2T4 calculation is based upon each student's amount of federal financial aid and enrollment status; therefore, each calculation is unique. As a result of their individual calculations, students may be required to repay all or a percentage of their federal aid. Students may owe immediate payments to both Touro and Department of Education.

Briefly, students earn a percentage of their federal aid with each day they are enrolled in and attending their classes. When students separate from Touro we are required to calculate the percentage of federal aid the student has earned as of the last day of enrollment and the remaining percentage that is unearned. Neither the student nor Touro is permitted to retain unearned federal funds. Students that are required to repay any unearned funds that were used to pay their student account charges (such as tuition and fees) as well as any Title IV credit balance disbursements (refund monies) will be required to repay such funds directly to Touro and/or the Department of Education. The only Title IV funds that are excluded from the R2T4 calculation are Federal Work Study earnings.

New York State Programs

- ▶ **Veterans Tuition Awards.** Vietnam, Persian Gulf, and Afghanistan veterans are eligible for awards of up to a maximum of six semesters (three years) for full-time graduate study. Recipients are entitled to an award for up to a maximum of 12 semesters (six years) for part-time graduate study.

Tuition payments received by a veteran under the Chapter 33 Program and Yellow Ribbon component will be considered duplicative of any VTA award. Payments received under the Montgomery GI bill do not duplicate the VTA award. **Combined tuition benefits available to a student cannot exceed the actual tuition.**

Touro Law Center Programs

- ▶ **Touro Scholarships for Entering Students.** Dean's Fellowships and Merit Scholarships provide full and partial tuition remission. They are awarded by the Admissions Committee to incoming students on the basis of prior academic achievement (undergraduate cumulative grade point average, in particular) and Law School Admission Test (LSAT) score. These awards are renewable throughout a student's course of study in accordance to the terms of the original offer (contingent upon maintaining a specific grade point average). When an award is discontinued for failure to meet the retention criteria or terms of the initial offer, it cannot subsequently be reinstated; however, a student, nonetheless, may be considered for a discretionary Achievement Scholarship at the end of either two or three semesters as determined by the division students are in.
- ▶ **Institutional Scholarships (Achievement, Commuter, Annual/Endowed) Scholarships for Continuing Students.** In addition to the scholarships awarded to incoming students at the time of admission, Institutional Scholarships (Achievement, Commuter, Annual/Endowed) may be awarded to upper-level students at the end of two or three academic semesters (as determined by the division students are in) and may vary based on full- or part-time division. These

scholarships are fully discretionary and may be awarded to students based on a multitude of factors as determined by the Law Center, in its sole and absolute discretion, based on the student's GPA, current scholarship awards and the availability of scholarship funds. All upper-level students are also eligible to apply for a number of non-academic scholarships, including commuter scholarships, scholarships based on substantive areas of interest, as well as scholarships based on life experience. The total amount of all scholarships awarded may not exceed a student's total amount of tuition for the academic year, or in any given semester.

Private and Other Loan Programs

- ▶ **Alternative Loans.** Alternative loans enable eligible students to borrow up to the cost of attendance less their other financial aid. Interest rates vary quarterly, based on a published index. Interest payments may not be deferred while a student is enrolled in school, depending upon the loan terms offered by the lender. The minimum borrowing amount is \$1,000. The Alternative/Private Education Loan may not offer the same flexibility in repayment options or any opportunity for deferment, forbearance, loan forgiveness, and cancellation (meaning it cannot be discharged even in the event of death or total and permanent disability). The loan can be consolidated, but only with other consumer loans, and may carry various charges upon repayment.
- ▶ **Bar Examination Loan.** The Bar Examination Loan is intended as a bridge loan to cover expenses after graduation through the bar study period. It allows a student a one-time opportunity, within nine months of graduation, to borrow up to \$15,000 in their graduating year. The minimum borrowing amount is \$1,000.
- ▶ **Canada Student Loans Plan.** The Canada Student Loans Plan makes bank loans available to Canadian students who need financial assistance to enable them to engage in full-time study toward a degree. Information and application forms can be obtained from the Guaranteed Loans Administration, Department of Finance, Ottawa, Ontario, K1A 0G5, Canada.

7.4 Office of the Registrar—Registration and Records

7.4a Registration

Registration rules and procedures are distributed every semester by the Registrar's Office via email and posted online with the final copy of the upcoming semester scheduled in the Registration Packet. Final registration materials are distributed approximately ten days before the start of registration. This packet contains, among other things, course and examination schedules.

Students are automatically registered in all required courses.

Students should be certain to review the most updated registration materials online before registering for courses. Each student is responsible for ascertaining the prerequisites or

co-requisites, if any, for elective courses. Prerequisites and co-requisites appear in the [course descriptions](#), which are on the website, and are listed in registration materials each semester.

A student is not permitted to attend a class for which enrollment has been closed unless that student is enrolled in that class. All determinations for a seat in a course are made exclusively by the Registrar's Office, not by the faculty member.

7.4b Add/Drop Period

Students are permitted to drop or add elective courses during the drop/add period, which generally commences immediately after the initial registration period and continues through the end of the first week of classes for the fall and spring semesters.

Classes may not be added during the second week of classes without the express written permission of the Associate Dean for Academic Affairs.

Please note that classes missed due to schedule changes at the start of the semester are counted as absences.

Each student is responsible to see that dropped courses do not appear on the student's registration record. Students are responsible for checking their schedule on-line at www.touroone.touro.edu and must notify the Registrar's Office of any errors or omissions.

Students dropping or adding courses should take care that they observe the applicable minimum and maximum credit limits for their status, as described above.

7.4c Confirmation of Course Schedule

Students will not receive written or e-mail confirmation of their course schedule changes. Students are responsible for checking their schedule online for accuracy. Students should report any errors in their registration to the Registrar's Office before classes begin.

7.4d Auditing a Course

A student may elect to officially audit one elective course per fall or spring semester in each academic year as long as the student is registered for the minimum number of credits for their program and division. The credit equivalent of the audited course may not cause the student's course load to exceed the maximum allowable credits for their program and division. The form to elect Audit option should be completed and returned to the Registrar's office by the deadline posted in the [Academic Calendar](#).

Only elective courses may be audited. An individual faculty member may at their discretion exclude any or all of their courses from this option. If a professor excludes their course from the audit option the Registrar will notify the student that the audit is not approved (otherwise once a form is received the audit option may not be revoked). A

student may register to audit a course during the registration period including but not later than the last day of the drop/add period for the fall or spring semesters. **Summer and Winter session courses may not be audited.**

Audited courses dropped after the applicable drop/add period will be reflected by a W on the student's transcript.

A student auditing a course is required to meet with the faculty member to ascertain their expectations for the auditing student. The faculty member must certify that all requirements were satisfied in order for the "AUD" to appear on the student's official record. If requirements are not satisfied, the course will be removed from the student's record and no reference will appear on the transcript.

The decision to elect the Audit option may not be revoked (i.e., a student may not later convert the Audit option to take the course for a grade/credit).

7.5 Office of Student Services (OSS)

The Office of Student Services addresses quality-of-life issues affecting students and acts as a liaison among students, faculty and administration. OSS also serves as a source of information for students by offering support and resources to enhance students' educational experience. These services include:

7.5a Academic Counseling

The OSS along with assigned faculty advisors assists students with course planning, course selection and understanding graduation requirements. Additionally, the OSS is responsible for processing and approving transfer requests between divisions, extensions for the Advanced Writing Requirement, Academic Policy Committee matters, exam deferrals and withdrawal from the law school.

7.5b Personal Counseling

Any student who would like to speak with a counselor or therapist may inform the Assistant Dean for Student Services who will assist in making appropriate arrangements. All referrals are on a strictly confidential basis. Students may also directly contact the Counselor-In-Residence, the Campus Rabbi or The Health Advocate Student Assistant Program, a 24/7 telephone access service that connects to a licensed professional (855-384-1800 or <https://members.healthadvocate.com>). The Law Center also supports an on-campus representative of the NY State Bar Association Lawyer Assistance Program, who provides confidential advice and referrals on issues of alcohol and substance abuse. Finally, Students Helping Students (SHS), who are trained upper-level students, are available to provide additional counseling, mentoring and referral services for students.

7.5c Disability Accommodations

Touro College (“Touro” or the “College”) complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, which protects persons from discrimination on the basis of physical or mental impairments for all educational and employment purposes. Reasonable accommodations may be available for students who have physical or learning-related disabilities.

- The Law Center is committed to providing reasonable accommodations to students with documented disabilities who request accommodations. Policies and procedures ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the College. Law Center students with disabilities seeking reasonable accommodations should do so through the OSS.
- A student requesting accommodation for a documented disability under the ADA must meet with the Assistant Dean for Student Services and submit an [Application for Accommodations](#). Verbal disclosure of a disability and request for accommodations is not sufficient and cannot substitute for required documentation. Students may apply for reasonable accommodations at any time. Accommodations, if granted, are only provided on a prospective basis. Reasonable accommodations are never provided retroactively.
- Students are required to submit appropriate and current medical or other professional documentation to be approved for reasonable accommodations. Review the [Handbook for Students with Disabilities](#) for more information.

7.5d Final Examinations

The OSS is responsible for coordination and administration of final examinations that include: providing reasonable testing accommodations, disseminating exam policies and procedures and resolving exam conflicts. (See section 3.5 on Final Examination Deferrals.)

7.5e Student Organizations

The Director of Student Services and Scholarship Aid serves as the advisor for the Student Bar Association and other student organizations. (See Section 5.3 on Student Organizations.)

SECTION 8 - GOULD LAW LIBRARY

8.1 Introduction

Welcome to the [Gould Law Library](#) at Touro Law Center! Our staff is here to assist you on the road to a successful legal career. For information about library contact information and hours, please click [here](#).

8.2 Reference Office

The reference office is located on the main floor of the library, adjacent to the circulation desk. Our staff of professional librarians will assist you with locating materials and formulating effective searches. Please feel free to contact us by phone at 631.761.7160 or by e-mail at LibraryReference@tourolaw.edu. Students can also chat with a librarian by [live chat or text message](#) or email during regular reference hours.

8.3 Circulation Services and Reserve Library Materials

Library materials may be checked out at the circulation desk on the main floor of the library. Students must present their currently validated Touro Law Center ID card at the circulation desk to receive checkout privileges. Most circulating materials may be checked out for two weeks. Students must keep in mind that many library materials are non-circulating and may only be used within the library.

Occasionally, professors will place books or materials on reserve at the circulation desk. Students may borrow these materials for in-house use for two hours. [Past exams](#) are available on the library's homepage, but the student must log into the TLC web to gain access. Access to these exams is password-protected and you will need your Touro e-mail user name and password to gain access. All materials borrowed are expected to be returned as they become due. Overdue materials will result in a hold being placed by the Registrar's Office on your grades and registration, as well as suspension of all library privileges. In addition, students are required to pay the replacement cost for any lost materials, as well as a processing fee of \$12.00.

8.4 Interlibrary Loans

Reference Librarians can arrange interlibrary loans (ILL) of materials from around the country. Students must submit the completed [ILL Form](#) in person at the Reference Office. A library staff member will contact the student when the item arrives.

8.5 Computer Use

Wireless access to the online network is available throughout the library. Wireless printers are also available. Study rooms and study tables are equipped with electrical outlets. Two computer labs also are available on the third floor of the library, as is a network printer. The computer labs are not study rooms and cannot be reserved by students. In addition, students may not use the podium computer or the screen projection equipment without permission.

8.6 Subscription Databases

[Westlaw](#), [LexisNexis](#) & [Bloomberg Law](#) passwords are distributed to new students during orientation. These accounts are provided to currently enrolled students, faculty, and staff. Lexis provides free printing. Printers are located on the third floor of the library, in the printer room adjacent to the two computer labs. Training is provided by Westlaw & Lexis representatives, as well as by the library's staff of professional librarians.

In addition, the library subscribes to a variety of online databases for searching journals, legislative materials, and myriad reference sources across disciplines. All [subscription databases](#) may be accessed by students, faculty, and staff on or off campus.

8.7 CALI (Computer Assisted Legal Instruction)

During Orientation, students are given a password activation code for using CALI (Computer-Assisted Legal Instruction). CALI provides interactive online exercises and answers, distance learning, and podcasting on legal topics. This service provides an important supplement to traditional textbooks and learning aids for law students.

8.8 Photocopying and Scanning

Photocopiers are provided on each floor of the library. Machines will accept cash. Copies are \$.10 each. BookScan Stations are located on the first floor (circulation desk) and the third floor (printer room next to the computer labs). With the BookScan Station, you can scan, save, and share your work on the internet. There is no fee for scanning. Please note that you cannot print directly from the scanners.

8.9 Study Room Reservations

The library has 14 study rooms available for group or individual study that are reserved for currently enrolled Touro Law students. Touro Law graduating students who will be studying for an upcoming administration of the bar exam are also permitted to reserve a study room. Priority for reservations of study rooms is at the discretion of the Law Library Director.

Reservations are for a maximum of 2 hours a day, and there is a limit of 1 reservation per student per day. Reservations can be made 1 day in advance online by visiting <https://www.tourolaw.edu/studyroom>. Failure to arrive for your reservation within 15 minutes of the scheduled time will result in the reservation being cancelled by the library staff.

All study rooms, except rooms L105 and L106, are “quiet conversation” areas and all library courtesy policies outlined in the handbook regarding noise, food, drink and cell phone usage apply. Study rooms are for studying only and a student may be asked to vacate a study room if they are not studying. Study rooms are not for sleeping, watching

television, watching YouTube videos, Netflix, or any other activity that is not related to coursework.

The computer labs located on the third floor cannot be reserved.

Personal items may not be left unattended in a study room and may be collected by security as described below and will result in cancellation of your reservation.

The library reserves the right to amend this policy, upon giving notice to the students and may cancel or change the reservations in the event of a conflict. In addition, the abuse of the study room reservation rules or the failure to return materials to the library will result in a loss of the privilege to reserve a study room.

8.10 Unattended Items & Lost Items

Students may not leave items unattended to reserve a table, couch, study room, computer station, or any other place in the library. The library cannot accept responsibility for loss or damage to personal items left unattended.

8.11 Library Courtesy Policies

One of the library's many functions is to provide a comfortable, quiet gathering place to study. You are expected to follow the library rules. Any violation or failure to will be reported to the Dean of Student Services and may result in a code of conduct violation.

- ▶ **Talking.** Noise travels. Please be mindful that some areas are designated "quiet conversation" areas and others are designated "silent study" areas.
- ▶ **Cell Phones.** Phone calls are not permitted in any location of the library.
- ▶ **Food & Drink.** Only light snacks and non-alcoholic beverages in covered containers are allowed in the library.
- ▶ **Moving Furniture.** All library furnishings including tables, chairs and decorative wall hangings may not be moved or removed by a student.
- ▶ **Sleeping.** Air mattresses, pillows, sleeping bags, mattress pads, and camping equipment are not allowed in the library.

8.12 Accessing Other Academic Law Libraries

Academic law libraries in the greater New York area have different policies regarding outside visitors. Students should consult a circulation staff member or a reference librarian before planning a visit to another library. Our library staff tracks the policies of area libraries and may be able to provide you with an introduction letter to facilitate admission. Touro students are considered guests at the other library and must obey all

rules of the library they are visiting. Students visiting another library are limited to the library only and may not use classrooms at other schools. If you are asked to leave another library when visiting, please do so immediately and notify the reference department by e-mail, libraryreference@tourolaw.edu, as soon as possible.

SECTION 9 - FACILITIES

9.1 Law Center Campus Security Policies

Students must show a valid identification card to enter Touro College facilities. Visitors must receive a temporary pass from guards on duty to enter the Law Center. The Law Center has contracted with professional security guard services to maintain and monitor security at its campuses and sites. Security Personnel are carefully screened before being assigned to Touro College sites, and are supervised to ensure quality assurance. Security staff are supervised by their agency supervisor, and as well as the Campus Security Director.

Security personnel respond to emergency calls for service, enforce regulations, and assist in security building inspections and fire prevention. Electronic means, such as closed-circuit television, are also used to monitor activities at many College centers.

The Security Officers may detain individuals who engage in illegal and criminal actions until a local law enforcement agency arrives. They are empowered to enforce Touro's regulations, to investigate incidents, and to apprehend those who violate Touro regulations or commit crimes on campus. Criminal violators who are apprehended are reported to the police. Our Security Officers are not Peace Officers or Police Officers and have no power of arrest. Our Security Director meets regularly with police commanders to help ensure the safest environment for our campus community.

If assistance is required in completing or reporting an incident/occurrence to local law enforcement agencies we at Touro Campus Security will be glad to render any assistance needed.

Annual statistics on the incidence of crime at Touro College campuses and sites are published in the Touro College Campus Security Handbook.

Students are urged to read the Annual Security and Fire Report at

<https://www.touro.edu/departments/campus-security/clery-reports/TOUROCOLLEGE-2019ASR-print.pdf>.

9.2 Crimes and Other Emergencies

Students who wish to report crimes or other emergencies occurring at the Law Center or on Law Center property should communicate immediately by call 911 and reporting to the Office of Student Services (room 302, 631-761-7050 or x7050) or the Security Desk (first floor Atrium, 631-761-7185 or x7185 from a Law Center phone).

9.3 Injuries on the Premises

Students who are injured on Law Center property must inform the Office of Administration (room 402, 631-761-7004 or x7004, administration@tourolaw.edu.) within twenty-four (24) hours of the incident. Students who are injured during the evening hours must also inform the Security Desk.

9.4 Lost or Stolen Books/Property

All losses, thefts or property damage should be reported to the Security Desk. Found items should be turned into the Security Desk.

9.5 Student Lockers

Locker space is available on the Concourse level. Students may obtain a locker assignment from the Assistant Dean for Student Services. Lockers are not equipped with built-in combination locks. Students must supply their own locks. All lockers must be emptied out at the end of each academic year, after which time the Law Center will not be responsible for the contents.

9.6 Bookstore

The bookstore is located on the first floor of the Law Center and is operated by Barnes & Noble. All required books and supplementary materials, as well as supplies are available for sale. The hours of operation are posted on the door. The bookstore can also be accessed via TLC Web, or at

<http://tourolaw.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=29951&catalogID=10001>.

9.7 Food Service

The café is located on the first floor at the south end of the building. The hours of operation are posted. Soft drinks and snacks are available from vending machines on the Concourse level. All food at the Law Center is Glatt kosher, under the supervision of Vaad Harabonim of Queens.

9.8 Events

All events at the Law Center must adhere to Touro College [Glatt Kosher Policy](#).

9.9 Firearms, Other Weapons Prohibited

The introduction or possession of weapons of any kind, including firearms, with or without a permit, is prohibited at the Law Center, except for students who are law enforcement officers who are required to carry firearms when they are off duty while attending the Law Center. Students who are law enforcement officers required to carry firearms during the time they are at the Law Center must notify the Office of Student Services at the beginning of each semester.

SECTION 10 - COMMUNICATION

10.1 Bulletin Boards/Official and Personal Messages/Posters

Materials may not be posted on the interior or exterior walls or windows of the building. Generally, student and student organization notices may be posted only on the designated bulletin boards on the first-floor atrium and hallway with the permission of the Office of Student Services. Student organizations may submit information to be posted to the Office of Student Services – studentservices@tourolaw.edu.

10.2 Official Messages

All general official messages to the student body will be sent by e-mail to students' official student.touro.edu addresses. Students are expected to check their Touro e-mail regularly and will be held responsible for all information contained in e-mails sent to their Touro email addresses. Notices also appear in The Touro Times, the Law Center's official weekly publication as well as the SBA Blast. The Touro Times is distributed every Monday morning during the fall and spring semesters and is also posted on the Touro Law website, <https://tourotimes.wordpress.com> or <http://www.tourolaw.edu/tourotimes>. Students are responsible for knowledge of the contents of The Touro Times.

Additionally, the Office of Student Services and the Registrar regularly will be sending important information via email. Students are responsible for the information contained in all official emails or publications from Touro Law Center administrators.

10.3 Class Cancellations/School Closings

Whenever a class is cancelled or a make-up class is scheduled, an official notice will be posted on TLC Web and Canvas. Every attempt will be made to place a copy of the notice on the door of the classroom.

If the school is closed due to inclement weather or an emergency, the emergency notification system will be activated (see below). In addition, a recorded announcement will be placed on the school's automated telephone system (631-761-7000 extension 8) and a banner will appear on Touro Law's main webpage. Announcements will also be posted on News 12 Long Island and made over the following radio stations: WCBS - 880AM, KJOY - 98.3, LOVE - 96.1, ISLAND 94.3 and WALK - 97.5FM.

10.4 Emergency Message System

The Law Center has implemented an electronic notification system, which will allow students, faculty and staff who sign up to receive emergency notices, weather announcements and class cancellation information by e-mail, voice mail, text message. Signing up is fast, free and easy: just go to www.tourolaw.edu, click on Student Services and on the left click on Emergency Alerts or go here: <http://www.tourolaw.edu/tlcalert> and follow the step-by-step instructions.

SECTION 11: LAW CENTER REGULATIONS AND POLICIES

11.1 Speech Policy

The Law Center's "Speech Policy" provides: "It is the policy of the Law Center that no member of the Law Center community should by speech, word or deed denigrate another member of the Law Center community based on that individual's race, ethnicity, national origin, gender, religion, sexual orientation, age or disability, thereby creating a hostile or demeaning environment for education or other Law Center activities."

The Student Affairs Committee is composed of faculty members, students and administrators. It is charged with counseling individuals that violations of the Speech Policy are unacceptable and sensitizing those individuals to the destructive and deleterious effect such conduct has on the Law Center environment. The twin goals of the Student Affairs Committee are conciliation, where possible, and counseling. The Committee has no power to impose sanctions.

When the Committee receives a complaint under the Speech Policy, a small number of faculty and student members of the Committee will arrange to meet with the parties involved. Once jurisdiction is exercised over a complaint, the Committee can compel a student's attendance. Where appropriate, the Committee will facilitate discussions between the parties. Consistent with the goals of conciliation and counseling, these meetings will be small, informal and confidential, with no record or transcript kept. Neither party will be permitted to bring a representative to the meetings.

The Committee will not issue written findings or determinations with respect to specific incidents. The Committee will publish an annual report describing its activities and addressing, generally, the incidents that occurred during the past year, without naming or otherwise identifying any of the parties involved.

Conduct involving certain intentional acts of physical violence and physically threatening or otherwise intimidating behavior may be a violation of the Code of Conduct. See Article III B (2).

It is also the policy of the Law Center that:

1. No outside speaker who has been asked to speak on an issue relevant to the Law Center should be denied the opportunity to speak because of the content of the speech.
2. There should not be any prior restraint with respect to faculty, administration, or student publications.

11.2 Information in Disciplinary Proceedings

Law Center policy and federal law make information about disciplinary proceedings confidential. Students should be aware, however, that the school is required to make official record information available to bar admission authorities, and that federal law

makes limited exceptions to the confidentiality principle in cases involving assaults and other crimes of violence.

11.3 Health Insurance

Students without health insurance can visit <https://www.healthcare.gov/> to find out about affordable health care options.

11.4 Religious Observance

New York State Education Law provides that each student who is absent from school because of their religious beliefs must be given an equivalent opportunity to register for classes or make up any examinations, study or work requirements that he or she may have missed because of such absence on any particular day or days. No fees of any kind will be charged for making such equivalent opportunity available.

SECTION 12: COLLEGE CODES AND POLICIES

12.1 Touro College Code of Conduct

Students are expected to behave in a manner that is harmonious with and supportive of the activities and functions of an educational institution. The following types of actions are considered violations of the Touro College Code of Conduct and will result in disciplinary sanction:

1. Theft of, or damage to, College records and property, caused by intentional, negligent or irresponsible conduct;
2. Unauthorized use of any College property, including, but not limited to, its name, property, offices, premises, equipment (computer equipment, telephones, fax machines, copying equipment, laboratories and misuse of student ID cards);
3. Conduct which interferes with or obstructs any College functions or which physically obstructs or threatens to obstruct or restrain members of the college community;
4. The physical or sexual abuse or harassment of any member of the college community (such incidents must also be reported to the Title IX coordinator);
5. Threatening or actual infliction of bodily injury, assault, emotional trauma against students, faculty or staff of the College (such incidents must also be reported to the Chief Security Officer);
6. Disorderly, disruptive or abusive conduct in the classroom or on College premises;
7. Refusal to follow the directives of College officials acting in performance of their duties;
8. Impersonating college faculty, College officials, or college staff;
9. Forging signatures or other information on registration forms, financial aid forms or any other College documents;
10. Computer abuse, including possession of unauthorized passwords, plagiarism of programs, unauthorized destruction of files, misuse of computer accounts and disruptive or annoying behavior on the College's computer system;
11. Unauthorized sale, distribution or consumption of alcoholic beverages on College premises;
12. Distribution, purchase or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or any other addictive or illegal drugs or paraphernalia on College premises;
13. Gambling in any form on College premises;
14. Possession, distribution or sale of weapons, incendiary devices, or explosives on College premises;
15. Tampering with or misusing fire-fighting equipment and/or safety equipment (such as alarm-boxes and extinguishers);

16. Participation in or furtherance of any illegal activity on Touro's premises;
17. Offensive or derogatory written or verbal statements intended to inflict harm on members of the College community, including, without limitation, racist, ethnic, or sexist remarks or references regarding any member or group of the College community;
18. Any abusive conduct or harassment directed at an individual or group of individuals in the College community on the basis of the actual or perceived race, gender, color, national origin, ethnicity, religion, age, disability, sexual orientation, marital or parental status, or citizenship status of such person(s);
19. Refusal to identify oneself to an official or security officer of the College or to present proper identification upon entering the college premises;
20. Actions that are not harmonious with and supportive of the activities and functions of an educational institution; actions that harm the reputation of the College;
21. Aiding or abetting any conduct prohibited by this College Code;
22. Conviction of a felony crime while enrolled at the College;
23. Intentionally filing a false complaint under this College Code of Conduct;
24. Academic dishonesty and lack of academic integrity.

12.1a Touro College Social Media Policy

Touro College policies apply to students' online conduct. College staff members do not "police" online social networks and the College is firmly committed to the principle of free speech. However, when the College receives a report of inappropriate online conduct it is obligated to investigate. This is true even when a student posts to a personal social media account using their own phone or computer while off-campus or during a break. The College has the right to discipline students for misconduct or lack of professionalism wherever it occurs, including online.

Individuals who violate any of the provisions of the Code of Conduct are subject to disciplinary action at the discretion of Touro College. Student organizations violating the above regulations may be penalized by having their charter revoked. Furthermore, disciplinary sanctions may also be imposed against the officers and members of student organizations at the discretion of Touro College.

12.1b Adjudication of College Code of Conduct Violations

[Please note that there is a separate adjudication process for academic integrity violations (#24 in the Code of Conduct) in the section on Academic Integrity below entitled "Procedures in Response to Violations of Academic Integrity," p. 71]

Any member of the College Community may notify the Dean or his/her designated representatives of a Code of Conduct infraction by submitting a written statement describing the alleged infraction to the Office of the Dean within ten (10) school days of

the alleged violation or within ten (10) school days from the time the charging individual learned of the alleged code violation, but no later than within three (3) months of the violation.

The Dean, or one of his/her designated representatives, shall inform the individual charged with the infraction, in writing, of the nature of the charges against him/her and designate a time and place for a meeting in the Office of the Dean.

After meeting with the individual charged with the infraction, the Dean or his/her designated representatives (individuals or committee) will conduct a preliminary investigation of the charges and determine what course of disciplinary action is appropriate. The Dean and/or his/her designated representatives (individuals or committee) can:

- bring the parties together for informal mediation;
- impose any of the disciplinary sanctions listed in the section entitled “Sanctions,” except that the Dean (and/or his/her representatives) cannot require payment of restitution or order expulsion;
- refer the charges to the Student Affairs Committee for a disciplinary hearing;
- dismiss the charges.

Disciplinary Hearings

The Director of Student Affairs may institute disciplinary proceedings by referring a matter to a Student Affairs Committee within fourteen (14) school days of notification of the alleged infraction. Once referred to the Student Affairs Committee a hearing must be commenced within twenty-one (21) school days unless a disciplinary hearing date is adjourned for good cause. Once a disciplinary hearing is commenced it must be completed within ten (10) school days.

Sanctions

After a hearing, the Student Affairs Committee may take one or more of the following actions:

1. **Dismiss the Charges:** After reviewing all relevant information, evidence and record materials, the Student Affairs Committee may decide to dismiss the charges against the student.
2. **Impose disciplinary sanctions**, which include but are not limited to the following:
 - a. **Warning** – A written reprimand putting the student on notice that he/she has violated the Code of Conduct and indicating that further misconduct may result in a more severe disciplinary action. A copy of this warning will be placed in the student's file.
 - b. **Disciplinary Probation** - A student may be placed on disciplinary probation for a definite period of time. While on probation, students may not hold office in Student Government Organizations, Clubs or Societies or represent the college in any capacity. Further violations while on probationary status will result in

suspension or expulsion from the college. A copy of the probation notice becomes a part of the student's file.

- c. **Counseling and Treatment** – A student's continued enrollment at Touro College may be conditioned on his/her participation in counseling or treatment at outside counseling and treatment agencies. A student's failure to participate in such a program after being advised that his/her enrollment is conditioned on participation may result in other disciplinary sanctions.
 - d. **Restitution** - A student may be required to pay restitution to the college or to fellow students for damages and losses resulting from his/her action.
 - e. **Suspension** – A student may be suspended and may be barred from attending classes for a definite period, not to exceed two years. Notification of the suspension will appear on the student's academic transcript and will remain until the end of the suspension period. A notification of the suspension will remain in the student's file. A student may not be automatically re-enrolled at the end of his/her suspension and he/she must apply to the Student Affairs Committee for reenrollment.
 - f. **Expulsion** – This is termination of the student's enrolled status at the college. A student who has been expelled from the college is not permitted to complete his/her courses and may not re-register for a future semester. Notification of the expulsion will appear on the student's academic transcript.
- 3. **Impose Additional Sanctions** – The Student Affairs Committee may impose the following sanctions in addition to those listed above:
 - a. A **fine** of to be paid to the college, in addition to restitution.
 - b. **Service to the College Community** for a designated number of hours. The required service cannot interfere with the individual's course schedule.
 - 4. **Legal Action** – In addition to imposing the disciplinary sanctions outlined above, the Student Affairs Committee may recommend that students be turned over to law enforcement authorities for legal action. The final decision on referring student cases to the authorities is made by the Office of the President.
 - 5. **Other Sanctions** – The Student Affairs Committee may impose other sanctions that it deems appropriate and fair.

Appeals of Disciplinary Sanctions Imposed for Code of Conduct Violations

Any disciplinary action taken by the Academic Dean for a violation of the Code of Conduct may be appealed by filing a written appeal with the Student Affairs Committee within ten (10) school days. The Student Affairs Committee will set a date for a hearing within fourteen (14) school days of receipt of the student's written appeal. The Student Affairs Committee may overturn the decision of the Academic Dean only if it was clearly

erroneous, arbitrary or capricious. The burden of proof is on the student to demonstrate that the decision of the Academic Dean was clearly erroneous, arbitrary or capricious.

The Student Affairs Committee will respond to the appealing individual, in writing, within thirty (30) school days of receipt of the written appeal.

In cases in which the disciplinary sanction was initially imposed by the Student Affairs Committee, the student may file a written appeal with the Academic Dean within ten (10) school days of the committee's decision. The Academic Dean shall appoint a Special Appeals Panel consisting of three full-time faculty members, a student not in the class of the appeal student and a Student Affairs staffer, to hear the student's appeal. This hearing must be scheduled within fourteen (14) school days of the receipt of the student's written appeal. The Special Appeals Panel may overturn the decision of the Student Affairs Committee only if it determines that the committee's action was clearly erroneous, arbitrary or capricious.

Protocols for Disciplinary Hearings

Hearings conducted by committees designated as representatives of the Academic Dean, the Student Affairs Committee, and the Special Appeals Panel will be governed by the following protocols:

- a. All hearings are closed to the public.
- b. A quorum of the committee membership, defined as 51% of the total membership, must be present, either in-person or via video-conferencing.
- c. Students are prohibited from having attorneys present or representing them at any hearings.
- d. Students have the right to bring witnesses on their behalf, to present any evidence they deem relevant, to make opening and closing statements and to ask questions during the proceedings.
- e. The preponderance-of-evidence rule will govern the decision-making process.
- f. Decision will be made by a majority of participating members.
- g. The committee deliberations will be *in camera*.

12.2 Touro College and University System Academic Integrity Policy

The Touro College and University System is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Because intellectual integrity is a hallmark of scholarly and scientific inquiry as well as a core value of the Jewish tradition, students and faculty are expected to share a mutual respect for teaching, learning and the development of knowledge. They are expected to adhere to the highest standards of honesty, fairness, professional conduct of academic work and respect for all community members.

Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabricating, tampering, lying and plagiarizing, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates.

The Touro College and University System views violations of academic integrity with the utmost gravity. Such violations will lead to appropriate sanctions, up to and including expulsion from the college community. We commit ourselves to the shared vision of academic excellence that can only flourish in a climate of integrity.

The Touro College and University System's policy on academic integrity, which is outlined in this document, is designed to guide students as they prepare assignments, take exams, and perform the work necessary to complete their degree requirements, and to provide a framework for faculty in fostering an intellectual environment based on the principles of academic integrity. It is presented here in order to educate the faculty on the enforcement of the policy.

The International Center for Academic Integrity (ICAI), of which the Touro College and University System is a member, identifies five fundamental values of academic integrity that must be present if the academic life of an institution is to flourish: Honesty, Trust, Fairness, Respect, and Responsibility. To sustain these values, the TCUS Academic Integrity Policy requires that a student or researcher:⁵

- Properly acknowledge and cite all ideas, results, or words originally produced by others;
- Properly acknowledge all contributors to any piece of work;
- Obtain all data or results using ethical means;
- Report researched data without concealing any results inconsistent with student's conclusions;
- Treat fellow students in an ethical manner, respecting the integrity of others and the right to pursue educational goals without interference. Students may neither facilitate another student's academic dishonesty, nor obstruct another student's academic progress;
- Uphold ethical principles and the code of the profession for which the student is preparing.

Adherence to these principles is necessary to ensure that:

⁵ This policy is modeled after that of Rutgers University.

- Proper credit is given for ideas, words, results, and other scholarly accomplishment;
- No student has an inappropriate advantage over others;
- The academic and ethical development of students is fostered;
- The Touro College and University System is able to maintain its reputation for integrity in teaching, research, and scholarship.

Failure to uphold the principles of academic integrity threatens not only the reputation of Touro, but also the value of each and every degree awarded by the institution. All members of the Touro community bear a shared responsibility for ensuring that the highest standards of academic integrity are upheld.

The Touro College and University System administration is responsible for working with faculty and students to promote an institutional culture of academic integrity, for providing effective educational programs that create a commitment to academic integrity, and for establishing fair procedures to deal with allegations of violations of academic integrity.

12.2a Violations of Academic Integrity

The following are considered to be violations of academic integrity and are prohibited by the Touro College and University System. Students, faculty, and other members of the Touro College and University System community who commit one of the offenses listed below, or similar such offenses, or those who assist in the commission of such offenses, may be subject to sanctions (i.e. classed as A, B, or C, as described below in the section “Procedures in Response to Violations of Academic Integrity”).

Plagiarism

Plagiarism is defined as the unauthorized use of the writings, ideas and/or computer-generated material of others without appropriate acknowledgement and the representation of them as one’s own original work. Plagiarism encompasses acts of inadvertent failure to acknowledge sources, as well as improper attribution due to poor citation.

When using ideas/words from other sources, the student must clearly define the sources using standard methods of citation. Plagiarism can occur even when one does not use the exact words of another author. Paraphrasing written material by changing or rearranging words without the proper attribution is still considered plagiarism (even if it eludes identification by plagiarism detection software). It is therefore critically important that students understand how to cite. If students have any questions about the proper use and citation of material from other sources, they should seek help from their professors.

Intentional Plagiarism

Plagiarism takes many forms. Flagrant forms, or intentional plagiarism, include, but are not limited to: purchasing a paper; commissioning another to draft a paper on one’s behalf; intentionally copying a paper regardless of the source and whether or not that paper has been published; copying or cutting and pasting portions of others’ work

(whether a unique phrase, sentence, paragraph, chart, picture, figure, method or approach, experimental results, statistics, etc.) without attribution; and in the case of clinical documentation, copying clinical notes/materials without personally performing the patient examination. Plagiarized sources may include, but are not limited to, print material, computer programs, CD-ROM video/audio sources, emails and material from social media sites and blogs, as well as assignments completed by other students at Touro College and University System and elsewhere. A more subtle, but equally flagrant, form is paraphrasing or attempting to put in one's own words the theories, opinions or ideas of another without proper citation.

Additionally, students may not reuse their own previous work without appropriate citation. This is a form of plagiarism called self-plagiarism and may mislead the reader or grader into the erroneous belief that the current submission is new work to satisfy an assignment.

If students are unsure as to whether a fact or idea is common knowledge, they should consult their instructor or librarian, or else provide appropriate citations.

Unintentional Plagiarism

Plagiarism is not only the failure to cite, but the failure to cite sources properly. If a source is cited but in an inadequate way, the student may still be guilty of unintentional plagiarism. It is therefore crucial that students understand the correct way to cite. The rules are relatively simple:

- For exact words, use quotation marks or a block indentation, with the citation.
- For a summary or paraphrase, indicate exactly where the source begins and exactly where it ends.

In its policies and disciplinary procedures, the Touro College and University System will seek to recognize and differentiate between intentional plagiarism, as defined above, and failure to cite sources properly (unintentional plagiarism). While both forms are violations of the Academic Integrity Policy, a student's first instance of unintentional plagiarism may only be penalized with a Class C sanction (see sanctions below).

Cheating on Examinations and Other Class/Fieldwork Assignments

Cheating is defined as improperly obtaining and/or using unauthorized information or materials to gain an advantage on work submitted for evaluation. Providing or receiving assistance unauthorized by the instructor is also considered cheating.

Examples of cheating include, but are not limited to:

- Giving or receiving unauthorized assistance to or from another person on quizzes, examinations, or assignments;
- Using materials or devices not specifically authorized during any form of a test or examination;
- Exceeding the restrictions put in place for "take home" examinations, such as unauthorized use of library sources, intranet or Internet sources, or unauthorized collaboration on answers;

- Sitting in for someone else or permitting someone to sit in for a student on any form of test or examination;
- Working on any form of test or examination beyond the allotted time;
- Hiding, stealing or destroying materials needed by other students;
- Altering and resubmitting for re-grading any assignment, test or examination without the express written consent of the instructor;
- Copying from another individual's examination or providing information to another student during an examination;
- Soliciting, obtaining, possessing or providing to another person an examination prior to the administration of the examination.

Examples of unauthorized assistance include:

- Giving or receiving assistance or information in any manner, including person-to-person, notes, text messages, or e-mails, during an examination or in the preparation of other assignments without the authorization of the instructor;
- Using crib sheets or unauthorized notes (unless the instructor provides explicit permission);
- Copying from another individual's exam.

Failure to comply with any and all Touro College and University System test procedures will be considered a violation of the Academic Integrity Policy.

Research Misconduct and Other Unethical Conduct

The integrity of the scientific enterprise requires adherence to the highest ethical standards in the conduct of research and research training. Therefore, students and other trainees conducting research are bound by the same ethical guidelines that apply to faculty investigators, based on the Public Health Service regulations dated May 17, 2005. Research misconduct is defined in the USPHS Policy as "fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results."

These terms are defined as follows:

- a. fabrication - making up data or results and recording or reporting them;
- b. falsification - manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record;
- c. plagiarism - the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. Research misconduct does not include honest error or honest differences of opinion.

Misleading or Fraudulent Behavior

Misleading or fraudulent behavior, put simply, is lying, and includes acts contributing to or associated with lying. It takes on any form of fabrication, falsification or misrepresentation.

Examples include, but are not limited to:

- Reporting false information to gain an advantage;
- Omitting information or data resulting in misrepresenting or distorting findings or conclusions;
- Providing false information to explain lateness or to be excused from an assignment, class or clerkship function;
- Falsely accusing another of misbehavior, or otherwise misrepresenting information about another;
- Providing false information about oneself, such as on an application or as part of some competition;
- Taking credit for accomplishments achieved by another;
- Omitting relevant information about oneself.

Tampering

Tampering is the unauthorized removal or alteration of College documents (e.g., library books, reference materials, official institutional forms, correspondence), software, equipment, or other academic-related materials, including other students' work. It should be noted that tampering as a form of cheating may also be classified as criminal activity and may be subject to criminal prosecution.

Examples include, but are not limited to:

- Tearing out the pages of an article from a library journal;
- Intentionally sabotaging another student's work;
- Altering a student's academic transcript, letter of recommendation, or some other official college document;
- Electronically changing another student's or colleague's files, data, assignments, or reports.

Copyright Violations

Academic integrity prohibits the making of unauthorized copies of copyrighted material, including software and any other non-print media. Individuals, under the legal doctrine of "fair use," may make a copy of an article or copy small sections of a book for personal use, or may use an image to help teach a concept.

Examples of copyright violations include:

- Making or distributing copies of a copyrighted article for a group (on paper or electronically)
- Disseminating an image or video of an artist's work without permission (such as a Netter® or Adam® anatomical drawing)
- Copying large sections of a book

The "fair use doctrine" regarding use of copyrighted materials can be found at the following link: <http://www.law.cornell.edu/uscode/text/17/107>

12.2b Sanctions

The following sanctions may be imposed for violation of this Policy. Sanctions of one class may be accompanied by sanctions of a lesser or greater class. Except in the case of a student's expulsion or dismissal, any student found to have violated this Policy is required to take additional ethics tutorials intended to assist student to avoid future misconduct.

Class A Sanctions:

- Expulsion/dismissal
- Revocation of awarded degree in the event that the violation is identified after graduation

Class B Sanctions:

- Suspension (up to twenty-four months)
- Indication of the violation in a letter of reprimand, in reference letters, licensure and regulatory forms, etc.
- Notification of the violation to the other schools within the Touro College and University System
- Indication of 'disciplinary action for academic integrity violation' on the permanent transcript

Class C Sanctions:

- Placement on Academic Probation
- Failure in the course, with consequences as determined by the individual program's rules and regulations
- Reduction of the grade for a particular submitted piece of work, segment of work required for a course/clerkship, or the entire course/clerkship with or without the option of redoing the work or the course/clerkship
- Requiring the student to redo the assignment

Repeat offenders may be subject to more stringent sanctions.

12.2c Procedures in Response to Violations of Academic Integrity

This Touro College and University System Academic Integrity Policy applies to all Touro students. Any act in violation of this Policy or any allegation of misconduct related to this Policy involving a student must be reported and addressed in accordance with the adjudication procedures outlined below or those of the student's school, which may not be less stringent than the requirements and standards set forth in this Policy Statement. The Dean of each school shall designate a member of the administration as Chief Academic Integrity Officer (herein referred to as the "CAI Officer") to oversee the adjudication of violations and to maintain appropriate documentation. The CAI Officer must be an assistant dean or higher, or another appropriate responsible individual approved by the Provost or Vice President. The Provost shall designate a Dean responsible for hearing formal resolution appeals (herein referred to as the "Appeals Dean"). The CAI Officer and the Appeals Dean cannot be the same individual.

Reporting a Case of Suspected Plagiarism or Cheating

Faculty members, students, or other members of the Touro community who encounter suspected academic integrity violations should contact the CAI Officer. The CAI Officer will consult with the faculty member, and if a violation is identified the faculty member will inform the student. The faculty will also report all violations in writing (using the Academic Integrity Violation Reporting Form) to the CAI Officer. No permanent grade may be entered onto the student's record for the course in question before the issue is resolved.

If an instructor strongly suspects cheating during an exam, the instructor should stop the student's exam and collect all evidence of cheating. The incident should be immediately reported by the faculty member in writing to the CAI Officer, who will investigate.

Resolution of Academic Integrity Violations

Incidents of academic integrity violations are reported to the CAI Officer, and a report by the faculty member is submitted to the CAI Officer. The method of resolution of the violation may be either informal or formal. Students who are found to have violated the Touro College and University System's Standards of Academic Integrity are subject to the sanctions listed above.

Should a student action be of such a serious nature that it is felt that he/she may be considered a danger in a clinical setting, the CAI Officer may remove such a student from a clinical assignment, not to exceed fourteen (14) days pending the outcome of a formal resolution. A student shall not be removed from a didactic course while an allegation of an academic integrity violation is ongoing.

Informal Resolution

After consulting with the CAI Officer (as per "Reporting a Case of Suspected Plagiarism or Cheating"), the faculty member may attempt to resolve the issue informally with the student. Once an informal resolution is agreed to between the faculty member and the student, the faculty member must present such resolution and the sanctions imposed to the CAI Officer for approval. The faculty member, in consultation with the CAI Officer, may impose any range of Class C sanctions, but must include requiring the student to take additional ethics tutorials intended to assist that student avoid future misconduct. Once accepted by the student, the informal resolution is binding on both the student and faculty member, and cannot be appealed by the student.

The outcome of the informal resolution should be reported in writing by the faculty member to the CAI Officer, who will maintain the record for the duration of the student's academic career.

The informal resolution process is not available to individuals who have been previously reported.

Formal Resolution

In the event that (1) the student denies the charge, (2) the student and faculty member do not agree to informal resolution, (3) the student has been accused and found guilty before, or (4) for any other reason for which informal resolution is not appropriate as determined by the CAI Officer, then the matter shall be submitted for formal resolution.

The Touro College and University System has developed the following formal method of resolution to deal with academic integrity allegations and complaints.

To institute formal resolution, the following procedures shall be followed:

- The Chief Academic Integrity Officer receives a written statement from the instructor or any other complainant, as the case may be.
- The written statement must include the name of the involved student, the name and status of the reporting person, and the nature of the alleged act.
- The CAI Officer shall arrange a hearing which, generally speaking, should take place no earlier than five (5) calendar days and no later than twenty (20) calendar days after receipt of the complaint.
- The hearing shall take place before the Standing Committee on Academic Integrity of the School.
- All persons involved in a hearing shall be given adequate notice of all hearing dates, times and places. Such notice, which will be sent both by e-mail and mail, will be given at least two business days prior to any hearing, unless waived by the parties involved.
- Postponements of Committee hearings may be made by the interested parties or the administration. The student may be granted a postponement if pertinent information or interested parties cannot, for good cause, be present at the appointed time. Any postponement may not extend beyond a three-month period.
- The reported student and the person who reported the student will be afforded the following opportunities:
 - To review, but not copy, all pertinent information to be presented to the Committee. The length of time for review shall be reasonable, as determined by the Committee Chair.
 - To present fully all aspects of the issue before the Committee.

Committee Hearings will proceed under the following guidelines:

- All Committee hearings and meetings are closed to the public.
- The Committee may hear the student, the faculty member, and any other individual who may be knowledgeable or may have information to share with the Committee regarding the suspected offense. Each person will meet with the Committee on an individual basis.
- The Committee may consider relevant written reports, discussions with involved parties, examinations, papers, or other related documents.
- The Committee must be comprised of a minimum of three people, who must be present either in person or via video-conference.
- All decisions shall be made by majority vote.

- The student has the right to appear in person before the Committee in order to present his/her case, but, after proper notice of a hearing, the Committee may proceed, notwithstanding the student's absence.
- The hearing is academic in nature and non-adversarial. Student representation by an attorney or other counsel is not permitted.
- Audio recordings of the Hearing are not permitted.
- The chair of the committee shall prepare an executive summary that includes a written record of the charges that were reviewed, evidence that was considered, the decision that was made, and any instructions for follow-up.
- All information supporting the charges made against a student shall be presented first. Following this presentation, the student who has been accused of a violation will present his/her side of this issue, submitting to the Committee information that he/she chooses to submit to support the student's stance or position. The CAI Officer, his or her designee, or other members of the Administration may also meaningfully participate in this information exchange. Pursuant to the Touro College and University System Code of Conduct, the student is expected not to obstruct the investigation or proceedings.
- The student, his/her accuser, the Committee, and/or Touro College and University System's representatives may raise questions about the information under review so that all aspects of the case are clarified.

The Committee shall reach a decision using the following guidelines:

- The Committee will meet in closed session to reach a decision, including recommended sanctions, if applicable. Such meeting will generally be held within one school day following the hearing.
- If the Committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days, and reconvene the hearing within five school days of the conclusion of the original hearing. The Committee's final decision must then be made.
- The Committee may impose a range of Class A, B, or C sanctions.
- The Committee's decision must be based solely on the evidence presented at the hearing and will be the final disposition of the issues involved, including sanctions. The decision of the Committee will be presented in writing to the CAI Officer, the student, and the department Chair. The Committee's letter will contain the following elements: Charge; Hearing Date; Findings; List of Sanctions; and the Right to Appeal and to whom.

Appeal Process

Following a Formal Resolution Hearing and notification of the Committee decision, a student may appeal the decision. An appeal may only be granted on the basis of:

1. evidence of bias of one or more of the members of the Committee;
2. new material documenting information that was not available at the time of the decision;
3. procedural error. The student has three (3) business days within which to submit a formal written appeal of the decision to the Appeals Dean for the School.

The appeal should be accompanied by the Hearing Committee's letter and by a narrative explaining the basis for the appeal. The narrative should fully explain the student's situation and substantiate the reason(s) for advocating a reversal or modification of the decision by the Committee. The Appeals Dean may request to meet with the student. After consideration of the Appeal, the Appeals Dean may accept, reject or modify the Committee's decision, and will notify the student in writing of the decision. The Appeals Dean, when notifying the student of the decision, shall inform the student of his/her right to appeal an adverse decision to the Chief Academic Officer.

A copy of the Appeals Dean's final decision will be transmitted to the CAI Officer and the department Chair. A student has three (3) business days from receipt of written notification to submit a formal written appeal of the decision to the respective Chief Academic Officer (CAO) (e.g., the Provost or Senior Provost) or his/her designee. The CAO may grant an appeal only on the basis of one of the following:

- Evidence of bias of one or more of the members of the Committee or of the Appeals Dean.
- New material documenting information that was not available to the Committee or the Appeals Dean at the time of the initial decision.
- Procedural error.

The CAO may conduct interviews and review materials, as appropriate. The CAO will notify the student, the CAI Officer, and the Appeals Dean in writing of the appeal decision. The decision of the CAO shall be final.

12.2d Status of Student Pending Action

Pending resolution on charges, the status of the student will not be altered except in cases where the student may be considered a danger in a clinical setting. Such a student may be suspended only from the clinical aspect of their program pending the outcome of a formal resolution. If a student is suspended for any reason, all as-yet undisbursed financial aid may be withheld unless or until the action is fully resolved and the student is reinstated. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency or lender.

Recordkeeping

The CAI Officer of each school will maintain records of all violations and resolutions, both informal and formal. On an annual basis, the CAI Officer will submit data on academic integrity violations to the TCUS Academic Integrity Council. Such records shall be kept in accordance with the Record Retention Policy as it relates to student records. A student may see his/her file in accordance with Touro College and University System regulations concerning inspection of records as spelled out in Guidelines for Access to and Disclosure of Educational Records Maintained by the Touro College and University System.

12.3 Alternative Dispute Resolution

Touro College's Alternative Dispute Resolution ("ADR") policy was created with the intention of providing a program for the quick, fair and accessible resolution of Disputes (see definition below) between Touro College, and Touro College's current and former

students (as well as applicants) related to or arising out of a current, former or potential academic relationship with Touro College. The policy is intended to provide an exclusive mechanism for the final and binding resolution of all Disputes that cannot otherwise be resolved internally through the academic and disciplinary methods described elsewhere in this handbook.

A student's acceptance, registration, enrollment, matriculation and/or petition for graduation and matriculation at Touro College acts as his or her consideration and consent to these terms. Students agree that he or she will pay for their own fees and expenses related to or arising out of the ADR.

All Disputes (as defined below) between Touro College, on the one hand, and any current or former student or applicant on the other, which cannot be resolved internally, shall be submitted to non-binding mediation with a neutral mediator affiliated with an established and reputable organization engaged in alternative dispute resolution ("ADR Organization"). The parties shall select the mediator jointly, or if they cannot agree, the ADR Organization will provide a list of mediators from which one shall be selected pursuant to the ADR Organization's rules or other procedure mutually agreed upon. If upon completion of mediation all or any part of the Dispute is still unresolved, the remaining Dispute shall be submitted to final and binding arbitration as set forth below.

In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the mediation shall be exclusively conducted and heard by an ADR Organization, designated by Touro in its sole and absolute discretion, before a single arbitrator who shall be an attorney. "Dispute" means all legal and equitable claims, demands, and controversies, of whatever nature or kind, whether in contract, tort, under statute or regulation, or some other law or theory; the application, potential enrollment, enrollment, matriculation, continued enrollment and matriculation, and graduation (or denial thereof), suspension, dismissal, expulsion, separation or any other academic, disciplinary or other action or termination of such student by Touro College; any other matter related to or concerning the relationship between the student and Touro College including, by way of example and without limitation, allegations of: discrimination or harassment based on race, religion, national origin, age, veteran status or disability, sex, gender, sexual orientation, retaliation, defamation, infliction of emotional distress, violation of The Americans With Disabilities Act of 1990, Sections 1981 through 1988 of Title 42 of the United States Code, The Immigration Reform and Control Act of 1986, New York State Human Rights Law, New York City Human Rights Law, or any other federal, state or local civil, Family Educational Rights and Privacy Act of 1974 (FERPA), Campus Sex Crimes Prevention Act, Title VI or Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, as well as any other law related to students, not-for-profits and higher educational institutions. Disputes do not include collections actions of tuition or other fees payable by the student and owed to Touro College.

ADR Procedures

To initiate ADR, the Touro College student or applicant must send a written demand for ADR to the Office of Institutional Compliance ("OIC"). The demand shall set forth a statement of the facts relating to the Dispute, including any alleged act(s) or omission(s)

at issue; the names of all person(s) involved in the Dispute; the amount in controversy, if any; and the remedy sought. The demand must be received by the OIC within the time period prescribed by the earlier of Touro College policy or the statute of limitations applicable to the claims(s) alleged in the demand. If a student or applicant fails to file a request for ADR with Touro College and the ADR Organization within the required time frame, the Dispute will be conclusively resolved against the student or applicant without any right to appeal same.

Within thirty (30) days of receiving such demand, or as soon as possible thereafter, if Touro and the student/applicant are unable to resolve the Dispute informally, Touro College shall file the ADR demand with the appropriate office of the ADR Organization. The parties then shall engage in mediation, and to the extent any Dispute remains thereafter; the Dispute will be referred to final and binding arbitration.

The arbitration of any claims by a student or applicant as part of a Dispute shall be limited to his or her individual claims. The student or applicant shall not assert, prosecute, or obtain relief on, and expressly waives, any and all class, collective or representative claims which purport to seek relief on behalf of other persons. Any judgment upon the award rendered by the arbitrator shall be final and non-appealable, and may be entered in any court of competent jurisdiction.

If any provision of this ADR policy is determined by any arbitrator or court of competent jurisdiction to be invalid or unenforceable, said provision shall be modified to the minimum extent necessary to render it valid and enforceable, or if modification is not possible, the provision shall be severed from the policy, and the remaining provisions shall remain in full force and effect, and shall be liberally construed so as to effectuate the purpose and intent of the policy. This policy prohibits a student or applicant from filing or prosecuting any Dispute through a civil action in court before a judge or jury involving any Dispute.

12.4 Failure-to-Educate and Liability Disclaimer

The payment of tuition entitles a student to register and matriculate in the courses and programs available and offered by Touro College. In order for a degree to be earned, passing grades must be achieved and any other prerequisites required by the school and program must be fulfilled. While students expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors, Touro College makes absolutely no assurances or representations of guaranteed success, merely that it will provide students with the tools needed to accomplish their academic goals.

Touro College's liability (as well as that of its faculty and staff, and including liability for action by, through or on its behalf by third parties) is limited in all respects, no matter the cause of action or theory of liability, to the amount of tuition actually paid by the student in the one year prior to which the claim is made. No award of incidental, consequential, punitive or lost profits damages may be awarded.

12.5 Touro Policy on Bias-Related Crimes

Touro is committed to safeguarding the rights of its students, faculty, and staff and to provide an environment free of bias and prejudice. Under New York Law criminal activity motivated by bias and hatred toward another person or group based upon a belief or perception concerning race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation is illegal and punishable not only for the underlying crime, but, additionally, as a hate crime pursuant to the New York Penal Law# 485, et, seq. specifically Law # 485.05.

In the tables that list hate crimes, Touro is required to apply federal regulations for the “counting” of hate crimes, which is different from the New York state law as outlined below. The crimes listed can be considered hate crimes under certain conditions:

- Assault (1st, 2nd and 3rd Degree)
- Aggravated Assault on a Person Less than 11 Years Old
- Menacing (1st, 2nd and 3rd Degree)
- Reckless Endangerment (1st and 2nd Degree)
- Manslaughter (2nd Degree)
- Stalking (1st, 2nd, 3rd, and 4th Degree)
- Criminal Sexual Acts (1st Degree)
- Sexual Abuse (1st Degree)
- Aggravated Sexual Abuse (1st and 2nd Degree)
- Unlawful Imprisonment (1st and 2nd Degree)
- Kidnapping (1st and 2nd Degree) Coercion (1st and 2nd Degree)
- Burglary (1st, 2nd and 3rd Degree)
- Criminal Mischief (1st, 2nd, 3rd, and 4th Degree)
- Arson (1st, 2nd, 3rd, and 4th Degree)
- Petty Larceny
- Grand Larceny (1st, 2nd, 3rd, and 4th Degree)
- Robbery (1st, 2nd, and 3rd Degree)
- Harassment (1st Degree)
- Aggravated harassment
- Simple Assault
- Larceny Theft
- Intimidation
- Destruction/damage/vandalism of property

In addition, any attempt or conspiracy to commit any of these crimes is also punishable as a hate crime. A person convicted of a hate crime will be subject to certain sentencing guidelines for felonies that impose a more severe penalty than similar but non-hate crime offense.

A hate crime conviction may also subject the offender to monetary penalties pursuant to the Law of their state. Any incident or attempt to commit a hate crime should be reported to Campus the Security Director, Lydia Perez at 500 7th Avenue, 4th Floor, New York, NY 10018; phone number (646) 565-6134; or by calling 1-88-Touro-911 (1-888-687-6911); or your Campus Security Department in your state.

Reported incidents of hate crimes and attempts to commit hate crimes will be referred to the NYPD and/or other Law Enforcement Agencies for further investigation and legal action. Touro treats all hate crimes as serious offenses that need to be prosecuted with the full force of the legal system.

12.6 Policy on Title IX and Sexual Misconduct

This policy applies to all members of the Touro College (“Touro”) community, including students, faculty, and administrators as well as third parties (i.e. vendors, and invitees). Discrimination or harassment of any kind in regard to a person's sex is not tolerated at our institution. Information and/or training regarding this policy is available to students, faculty, and staff.

Touro promotes an environment in which the dignity and worth of all members of the community are respected. It is the policy of Touro that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated.

12.6a Title IX Grievance Policy

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

This Title IX Grievance Policy became effective on August 14, 2020, and only applies to formal complaints of sexual harassment alleged to have occurred on or after August 14, 2020. Alleged conduct that occurred prior to August 14, 2020 will be investigated and adjudicated according to the Title IX and Sexual Misconduct Policy then in effect.

12.6b Title IX Coordinator

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the Title IX Coordinator:

Matthew Lieberman
500 Seventh Avenue, 4th Floor
New York, NY 10018
Phone: 646-565-6000 x55667
Email: Matthew.Lieberman@touro.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

12.6c When Title IX Applies

The Title IX process will apply when ***all*** of the following elements are met:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in Touro's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment, as defined under Title IX, as:
 1. an employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., *quid pro quo*);
 2. unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or
 3. sexual assault (as defined in the Clery Act); or dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act (VAWA)).

If the alleged misconduct meets these requirements, then the Title IX grievance process applies and the Potential Complainant may file a Formal Complaint or their prior Complaint submission will become a Formal Complaint. For the purposes of this Title IX Grievance Policy, "formal complaint" means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Touro's education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate and adjudicate the allegation of sexual harassment.

If the alleged misconduct does not meet these Title IX requirements, it requires a mandatory dismissal under Title IX, but it may be addressed by the broader Touro Sexual Misconduct Policy or another applicable Touro policy.

For more details surrounding the Title IX Grievance Policy please see: <https://www.touro.edu/title-ix-policy/>.

12.6d Sexual Misconduct

Touro prohibits discrimination based on sex, including sexual harassment. The prohibition against discrimination extends to employment and third-parties. Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental

harassment (sometimes referred to as hostile environment) is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or receive benefits, services, or opportunities at Touro. This can include persistent comments or jokes about an individual's, sex; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.

New York Law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally defective, mentally incapacitated, or physically helpless. Therefore, sexual abuse, sodomy, and rape are sex crimes and violators will be prosecuted in accordance with New York Penal Law.

Retaliation against any individual who made a complaint will not be tolerated.

To officially file charges for an act of sexual assault or rape, please contact the Office of Institutional Compliance. If the alleged perpetrator is a student, you can initiate disciplinary action against this individual. All incidents must be reported within six (6) months of their occurrence.

All divisions of Touro seek to foster a collegial atmosphere in which students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur. Compliance with Touro's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with the Violence Against Women Act (VAWA) and a high-quality campus life.

Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should contact the Office of Institutional Compliance immediately. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

This policy applies to all members of Touro, including students, faculty, and administrators as well as third parties (including, but not limited to, vendors, invitees, etc.). Information and/or training regarding this policy are available to students, faculty, and staff. In addition, information about this policy will be available on Touro's website.

Complaints may be filed by contacting the Office of Institutional Compliance:

Phone: 646-565-6000, ext. 55330

Email: compliance@touro.edu

For Further Information: Students are strongly urged to read the full policy at <https://www.touro.edu/sexual-misconduct-policy/>

Students are also urged to read the Annual Security and Fire Report at <https://www.touro.edu/departments/campus-security/clery-reports/TOUROC COLLEGE-2019ASR-print.pdf>.

Additional information about this policy will be available on Touro's website. Students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

U.S. Department of Education
Office for Civil Rights
32 Old Slip, 26th floor
New York, NY 10005
Phone 646-428-3800
Fax 646-428-3843
Email: OCR.NewYork@ed.gov

12.7 Policy on Drugs and Controlled Substances

The United States Department of Education has issued regulations implementing the provisions of The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). In compliance with Federal law and New York State law, this policy includes information to ensure that all members of the Touro Community are aware of the dangers of substance abuse and to outline the sanctions for violating this policy.

Students, faculty, and staff who distribute or use illegal drugs or illicitly use drugs which would otherwise be legal, including alcohol, while on Touro campuses, locations and facilities, or as part of any Touro activities, are violating Federal laws, New York State laws, and the policies and procedures of Touro. Violations of federal and state laws may lead to prosecution and criminal sanctions, including, but not limited to, fines and/or imprisonment.

Touro is committed to educating and informing students, faculty and staff about the dangers and effects of substance abuse. Touro recognizes that drug addiction and alcoholism are illnesses that may not be easily resolved and may require professional assistance and treatment.

Touro may provide confidential counseling and referral services to students, faculty, and staff with drug and/or alcohol problems. These services are available through the Office of the Dean of Students, the Vice President of the Division of Graduate Studies, and/or Human Resources. All inquiries and requests for assistance will be handled with confidentiality.

Touro College also has a Biennial Review that is used to document the progress made by Touro and also provide insight into how Touro's Alcohol and Drug policy and programs could be improved.

Touro seeks to safeguard the health and well-being of all members of Touro students, faculty, and staff. All members of Touro are accountable to know the law and to understand the policies and procedures of Touro.

In order to better educate students, faculty, and staff, Touro wishes to provide all members of Touro with an education of the effects of substance abuse. The mind-altering substances to be discussed here are: marijuana, cocaine, heroin (and their derivatives); amphetamines (uppers); barbiturates (downers); hallucinogens; and alcohol. Many individuals take such drugs to escape from their problems; but doing so only creates more problems.

For the complete policy, see <https://touro.app.box.com/v/ControlledSubstancesPolicy>

Students are urged to view pages 26-28 in the Annual Security and Fire Report at: <https://www.touro.edu/departments/campus-security/clery-reports/TOUROCOLLEGE-2019ASR-print.pdf>

12.8 Touro College Campus Security Policies

Safety and security are concerns commonly shared by the students, faculty and staff employees of Touro College. The College is committed to keeping its campus locations, centers and sites secure.

Access to the Campus

Students must show a valid identification card to enter Touro College Facilities. Visitors must receive a temporary pass from guards on duty to enter Touro facilities.

Security Services

Touro College has contracted with professional security guard services to maintain and monitor security at its campuses and sites. Selected locations have armed Security Officers. Security Personnel are carefully screened before being assigned to Touro College, and supervised to ensure quality assurance. Security staff are supervised by means of their agency supervisor, and as well as the Campus Security Director.

Security personnel respond to emergency calls for service, enforce regulations, and assist in security building inspections and fire prevention. Electronic means, such as closed-circuit television, are also used to monitor activities at many College centers.

The Security Officers may detain individuals who engage in illegal and criminal actions until your local Law Enforcement agency arrives. They are empowered to enforce Touro's regulations, to investigate incidents, and to apprehend those who violate Touro regulations or commit crimes on campus. Criminal violators that are apprehended are turned over to the police. The security staff are not armed and do not have police or peace officer arrest powers.

Our Security Director meets regularly with Police Commanders to help ensure the safest environment for our campus community.

Reporting Criminal Incidents & Other Emergencies

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Department of Campus Security by dialing 1-88-Touro911 (1-888-687-6911). This service allows you to speak to a live operator, twenty-four hours a day, seven days a week, to report any incidents or occurrences. The service refers all calls to the appropriate agencies (i.e. fire, police, etc.) for assistance, as well as to the appropriate College authorities. Additionally, you may report any incidents to any Security Officer at your site, the Campus Security Director, and/or Operations. If you are located in student housing, you can also report any incident to the appropriate staff at your facility. The Campus Security Administrative office is located at 500 Seventh Avenue, 4th Floor, and can be reached at (646) 565-6134 or via email at security@touro.edu.

If assistance is required in completing or reporting an incident/occurrence to local Law Enforcement agencies, we at Touro Campus Security will be glad to render any assistance needed.

Annual statistics on the incidence of crime at Touro College campuses and sites are published in the Touro College Campus Security Handbook.

Students are urged to read the Annual Security and Fire Report at

<https://www.touro.edu/departments/campus-security/clery-reports/TOUROCOLLEGE-2019ASR-print.pdf>

SECTION 13: STUDENT RESPONSIBILITIES AND RIGHTS

13.1 Campus Citizenship

Students of Touro College are expected to be considerate of all individuals at the College – fellow students, faculty, staff and administrators – and to help maintain a harmonious and supportive environment conducive to learning and the furtherance of academic pursuits. While specific regulations are listed on the following pages, it is expected that all members of the college community demonstrate respect for their colleagues, sensitivity to their needs, and tolerance for their ideas and views. Please cooperate with college officials by observing the rules and regulations of the college, and by exercising respect for college values and property.

13.2 Standards of Classroom Behavior

The faculty has primary responsibility for managing the classroom. Students who create a disruption in the classroom may be directed by the instructor to leave the class for the remainder of the class period. Behaviors defined as disruptive include persistently speaking without being recognized, using a cell phone in the class, eating in the classroom, interfering with the class by entering and leaving the room without authorization, carrying on private conversations, and refusing to follow the directions of the course instructor. To ensure a clean and healthy environment for all students at the college, eating drinking and smoking are not permitted in any classroom, laboratory, or auditorium.

Students are strictly forbidden to bring pets or other animals into any facilities of the college, unless they have obtained specific authorization in advance from the dean of their division/school. Additionally, please see Touro's Policy on Weapons in the 2019 Annual Security and Fire Safety Report, <https://www.touro.edu/departments/campus-security/clery-reports/TOUROCOLLEGE-2019ASR-print.pdf>

13.3 Acceptable Use Policy for Information Technology

The Acceptable Use Policy provides for users of the institutional technology resources, facilities, and/or equipment to act responsibly, to abide by Touro's policies, and to respect the rights and privileges of other users. Each user of Touro technology resources is responsible for adhering to all legal and ethical requirements in accordance with the policies of Touro and applicable law.

All users of Touro technology resource users must submit, upon commencement of their relationship with Touro, or at another appropriate time, acknowledgement of the Acceptable Use Policy (AUP). In submitting the AUP Acknowledgement Form, each individual will be certifying that he/she has read and will comply with the AUP.

Students are urged to read the entire policy at <https://touro.app.box.com/v/AcceptableUsePolicy>

13.4 Internet Services and User-Generated Content Policy

As an educational institution, we recognize that these Internet-based services can support your academic and professional endeavors, but we are also aware that, if not used properly, they can be damaging. In both professional and institutional roles, students, faculty and staff should follow the same behavioral standards online as they should offline, and are responsible for anything they post to a social media site regardless of whether the site is private (such as a portal open to the Touro community only) or public. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media and other college agents apply online as apply offline.

Students are urged to read the entire policy at <https://touro.app.box.com/v/InternetService-UserGenContent>

13.5 Dress Code

While individual variations regarding dress code and personal grooming are accepted, appropriate professional appearance is expected.

13.6 Anti-Hazing Policy

No student or group of students shall encourage or participate in any form of hazing. Hazing is defined as action taken or situations created to produce excessive mental or physical discomfort, embarrassment, harassment or ridicule. This covers coercive activities and mentally degrading games.

13.7 No-Smoking Policy (including the use of electronic cigarettes or vapor devices)

Touro College recognizes the health, safety and benefits of smoke-free air and the special responsibility that it has to maintain an optimally healthy and safe environment for its faculty, students, employees and guests. Touro is committed to the promotion of good health, wellness and the prevention of disease and to comply with New York state law regarding smoking indoors. Out of respect and loyalty to the college and its mission, smoking (including electronic cigarettes) is not permitted inside any campus building, any of our healthcare facilities where patient care is delivered or inside College vehicles. Violators are subject to disciplinary action. In addition, smoking materials shall not be sold or in any way distributed under the auspices of the Touro College.

SECTION 14: CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

14.1 The Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, grants all eligible students the right of access to their own educational records as defined in the law. The law prohibits access to or release of personally identifiable information without the prior written consent of the student except under certain limited circumstances. Touro College policy does not permit access to or release of student records to any party except as authorized by this law. It should be noted, however, that this legislation concerning privacy is affected by Section 510 of the Veterans Education and Employment Act of 1976, which provides that, P.L. 93-568 notwithstanding, records and accounts pertaining to veterans, as well as those of other students, shall be available for examination by government representatives. It is also affected by Sections 507 and 508 of the Patriot Act of 2001, which provides that officials designated by the U.S. Attorney General may petition the court to examine records deemed relevant to certain authorized investigations or prosecutions. If a student wishes to inspect or review his or her records, he or she may contact the office concerned. Complete information concerning this policy is available in the Office of the Registrar.

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA), was designed to protect the privacy of education records. Education records include records, files, documents, or other materials in hard copy or in electronic format, maintained by Touro College or a party acting on behalf of Touro College, which contain information directly related to a student. FERPA specifies some limited exceptions including certain personal memory aids and certain employment records.

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within a reasonable period of time, but not more than 45 days after the College receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.
2. The right to request an amendment to the student's education records that the student believes contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. Students may ask the College to amend a record that they believe is inaccurate. They should write to the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide signed and dated written consent before the College discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - b. A second exception that permits disclosure without consent is disclosure of Directory Information. Directory Information is information that is generally not considered harmful or an invasion of privacy if released.

The following is considered “Directory Information” at Touro College and may be made available to the general public unless the student notifies the Office of the Registrar in writing before the last day to add classes in a semester:

- | | |
|---------------------------|--|
| ▪ Name | ▪ Dates of enrollment |
| ▪ Address | ▪ Enrollment status |
| ▪ Email address | ▪ Classification (freshman, etc.) |
| ▪ Telephone listing | ▪ Honors and awards |
| ▪ Date and place of birth | ▪ Degrees and dates of conferral |
| ▪ Photograph | ▪ Most recent prior educational agency or institution attended |
| ▪ Major field of study | |

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Touro College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

14.2 Authorization for Non-Disclosure of Directory Information

Enrolled students may refuse to permit disclosure of Directory Information. To do so, they must submit a completed “Authorization for Non-Disclosure of Directory Information” form to the Registrar before the last day to add classes in a semester. This request is valid only for the academic year in which it is made. A new form requesting non-disclosure must be submitted each academic year.



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